

TIPS TO FACILITATE A SPEEDY BACKGROUND AND CRIMINAL RECORD CHECK COMPLETION

- Ensure that the Authorization Form is completed and signed by the candidate.
- When submitting a resume instead of an application, ensure that employer/school contact information is provided to include City, State and Phone number for each employer. NOTE: Only employment within the last ten (10) years requires verification.
- Review the application to ensure that information is complete and legible.

AVOIDABLE FEES	DESCRIPTION/COMMENTS	FEE
Missing Information Fee	If vital information*, e.g. SSN or birth date is missing, B & K Investigations will make attempts to collect the information needed. Note: The search process is suspended until the required information is received. *this information is collected from candidate on the Authorization form, ensuring that this form is complete may avoid this fee	\$50/hour research fee
Cancellation Fee	If missing information is not made available to B & K Investigations within five (5) business days, the request will be cancelled and charge will apply	\$15
Employment Verification Research Fee	Missing contact information for former and current employers, e.g. phone number or address will assess this fee	\$50/hour research fee