

Fax Order Form

MCSS Background Investigation
Services
6880 S McCarran Blvd, Suite 7
Reno, NV 89509 775-827-2226

Fax to **775-827-0999** with a copy of applicant
"Consent and Disclosure Form" and "State of Nevada Release Form"

Company Name: _____ Date: _____

Name of Person Submitting Order: _____ Phone: _____

Services Requested:

- National County Criminal Search, SSN Trace History, Nationwide County Criminal Search
- Employment Credit Report (*Must have completed site inspection to order*)
- Federal District Court Search
- Driver License History
- 5 Panel Drug Screen (*must have drug screen account set up*)
- Other _____
- Employment Verification
 - o List employer(s) name, address, dates of employment_____

- Education Verification
 - o List Educational Institution, Campus Location and dates attended/degree awarded_____

Select Method of Receiving Completed Report:

- Please send completed report via password encrypted e-mail to the following email address: _____ using this password I created: _____
- Fax to phone number : _____
- I will login to my MCSS online account and to see the completed report.
- Notify me when completed and I will pick up report at MCSS offices at 6880 S McCarran Blvd, Suite 7, Reno, NV 89509.