

## List of Services and Pricing *(rev 09-29-11)*

*\*All pricing is subject to change*

**MCSS Background Investigation Services**  
6880 S McCarran Blvd, Suite 7  
Reno, NV 89509, 775-827-2226  
<http://www.mcssltd.com>

NV License 1657

### Pre-Employment Services

#### Service Packages

##### **Nevada Statewide Criminal Basic Package A: \$39**

This is a basic criminal search for applicants who only resided in Nevada Counties for the past seven years. You begin by providing MCSS with a list of employment criminal record disqualifiers. MCSS will then conduct a CNC (Civil Name Check) search through the Nevada Department of Public Safety for felony and misdemeanor arrest history for the seven preceding years. Your report will typically be completed the same day with one of two responses – (a) No Disqualifying Records Found, (b) Disqualifying Records Found.

##### **Nevada Statewide Criminal Basic Package B: \$50**

The same type of search as Package A is conducted. However, you do not need to provide MCSS with a list of disqualifiers. When a record is found during the search, MCSS will then obtain detailed criminal record information from the court where the record is located and provide you with the results. *(In some cases a court access fee will be added to the search charge)*

##### **Nationwide County Court and Criminal Database Search: Starting at \$77**

This is a package services most commonly ordered by employers screening job applicants. It begins with a Social Security Number history trace to determine the applicant's address history. With this information, a search is conducted of criminal court records (*felony and most misdemeanors*) for each county of residence in the United States for the seven preceding years. Nevada address locations are searched through the State of Nevada Civil Name Check (CNC) criminal record system. Address history found outside the State of Nevada is searched on a county by county basis for each location identified. Next the applicant's name and alias names are submitted to a Nationwide Database of Criminal records from all 50 states which includes court, prison, arrest, and sex offender files as well as a series of terrorism watch lists. This search is an excellent tool to determine if the applicant has committed crimes in locations where he or she did not reside. Background checks with Nevada address history only and no criminal records found are normally completed the same day ordered. Each county searched outside Nevada adds \$25 to the search fee. *(In some cases court access fees may also be added)*

#### **Customized Pricing and Packages**

MCSS is happy to quickly create a customized service package pricing proposal based on your choice of search items and/or ordering volume.

## **Individual Searches**

### **Statewide Nevada County Criminal Search: \$50**

This is a comprehensive statewide search of the all 17 Nevada Counties. First the Nevada Department of Public Safety Criminal Record Civil Name Check (CNC) system is searched for conviction and arrest records involving crimes of violence, drugs, theft, and sex related offenses. Also searched are the Nevada Sex Offender Registry, Parole and Probation Dangerous Offender File system, and the FBI's Nationwide Wants and Warrant system. The State of Nevada prohibits the release of CNC record information directly to an employer. As a result, if hits are found, MCSS will conduct an independent search of the applicable County court to obtain record information. A surcharge may apply if access fees are charged by county courts.

### **Single County Criminal Record Check for Counties Outside Nevada: \$25**

This search consists of an on-site manual search of the upper level county court records (felony and gross misdemeanor) in all counties and lower courts (misdemeanor) in many counties in the United States. We access a network of court researchers who can physically access nearly 3200 county court houses. These records will indicate if a subject has a felony/gross misdemeanor filing and, in many counties, simple misdemeanor filings within the last seven years. Completed Reports will include the date filed, charges, level of the charges, disposition date and final disposition. Cost is per name searched, AKA and maiden names require additional searches. (*\*Some counties have court access fees which may be added to the cost of the search.*)

### **Security Social Number Trace: \$8**

One of the most common mistakes employers make is not verifying that the applicant is really who they say they are. Using this data, we are able to authenticate that the applicant's information is correct. If a pre-employment credit report is ordered, this information will be automatically included. In addition, this report generates a list of addresses your applicant has lived at for the last seven years. We use these addresses as the benchmark for beginning a criminal records search. This is the most effective way to verify your candidate's criminal history and the best way to ensure legal protection.

### **Federal Court System Criminal Records Search: \$20**

There are many crimes that don't necessarily fall under local laws, they fall under federal jurisdiction. These crimes may include: tax evasion, embezzlement, counterfeiting, bank robbery and many other "white collar" crimes. This search lists criminal filings in any selected federal district court jurisdiction.

### **Nationwide Criminal Database: \$20**

With a name, date of birth and SSN, we report the state and the approximate date of issuance of the SSN. The SSN is run through the Death Master Index. Next and SSN trace is completed to obtain a list of alias names, including maiden names. This information is then used to conduct a search through a National criminal database of more than 287 million criminal records from counties, Department of corrections (DOC), Administration of the Court (AOC) and state sex offender registries covering all 50 states and Washington, DC. Also included are national and international terrorism sources, more than 1.8 million photos and our proprietary database of previously completed reports. To comply with FCRA regulations, any conviction record found in a database search must be verified with a direct county court record search. Additional fees may apply.

**Nationwide Sexual Offender Registry Search: \$8**

Laws passed in most states require state government agencies to maintain a statewide data base of convicted sexual offenders. A search can be conducted on a state by state basis and may reveal convictions not found in county level searches. This search should be considered for any applicant who would be in contact with children, schools, elderly individuals, or mentally disabled.

**Driver License History: \$8.00 plus state fee, Nevada total is \$15**

This is an important search for applicants who are required to operate their vehicle for business purposes and/or driving a company vehicle. In most cases, records will show history over the past 3 years and are available in 48 states and Washington DC. Reports will include all personal identifiers as well as offenses and citations.

**County Civil Case Upper Court Search: \$25 per county**

Civil searches help identify high-risk applicants by revealing any legal actions filed by individuals and businesses involving the applicant. These records may reveal information pertaining to the plaintiff, defendant, particulars of action, and remedies and awards. Civil searches are conducted utilizing county court records. In most cases, use of civil information for pre-employment purposes is limited to the seven preceding years according to FCRA rules. (*\*Some counties have court access fees which may be added to the cost of the search.*)

**Drug Testing: \$45**

Drug testing provides a pre-employment five panel drug screening for amphetamines, cocaine, opiates, phencyclidine, and marijuana. The testing also includes screening for adulterants which the applicant may have taken to alter test results.

**Global Watch List: \$8**

OFAC (Office of Foreign Assets Control) is a government watch list of criminals and terrorists collected from 23 databases around the world. This database was created as a result of the USA Patriot Act. This check is often required by the Federal government when vendors bid or provide work to government agencies.

**Pre-Employment Credit Report: \$20**

This search will produce an Equifax Persona pre-employment credit report. The report will include derogatory credit information, public filings (bankruptcies, liens and judgments) as well as previous addresses. This can be another great tool for identifying other counties that the applicant may have lived and is especially useful for companies whose candidates will have check-writing privileges or other access to company funds or valuables.

**Education Verification: \$20**

When hiring an individual, companies base salary packages and positions on the individual's education. Failing to verify important information can result in having unqualified people in positions they don't deserve and affecting your company's ability to compete. With this search we will validate schools attended, diplomas, degrees, certificates and dates of attendance. \$20 per verification.

**Professional Licenses and Certifications: \$20**

Includes a review and verification of professional licensing and registration status within the employee's appropriate state licensing bureau. We verify all certifications provided by the candidate or discovered through the process. \$20 per verification.

**Health Care Sanction Database: \$20**

Records are searched from the OIG or Office of Inspector General list of individuals and entities excluded from participating in Federally-funded health care programs. This list is called the List of Excluded individuals/Entities (LEIE). Also searched are the sanction lists from GSA EPLS, FDA Disqualified or Restricted List, FDA Debarment List, DEA List 1 Chemical, DEA CSA & Retired Registrant List, TriCare Sanction List, and PHS Administrative Actions Listing. In addition to the OIG Plus, a search is performed for disciplinary-action and sanction listings available for all 50 states consisting of over 900 available regulatory and certification agencies.

**Employment Verification: \$20**

Some candidates may be less than truthful about their employment history. Internal research shows this to be the number one discrepancy on resumes and job applications. Our background specialists will verify information concerning dates of employment, position, and, when available, reason for termination and eligibility for re-hire. \$20 per verification.

## **Tenant/Landlord Services**

**Tenant Credit Report: \$20**

Credit reports include address and employment history, social security fraud and public records search, along with a financial summary. Public records can include bankruptcies, liens, judgments and collections. This credit report includes a FICO score. This report cannot be used for employment.

**Verification – Landlord: \$20**

Our specialists are trained to verify all information submitted as well as ask pertinent questions to identify any hidden issues. Cost is per landlord verified.

**Eviction Statewide Search: \$20**

This search provides a database search of one of 38 states where eviction records are available. Results returned will typically provide plaintiff and defendant information and date of case. Based on the first and last name, date of birth, and Social Security Number, it returns all matching records. Cost is per state searched.

## **Polygraph Examinations**

Criminal defense preparation, fidelity, and pre-employment for certain industries as allowed by law.

## Volume and Package Pricing

Pricing discounts are provided for packaged services and order volume. State of Nevada background investigation contract (1707) pricing is available to government agencies. Please e-mail or call for pricing quotes or proposals.

## MCSS Research Policies

- **No Off-Shore Data Policy:** *MCSS does not send applicant data outside the U.S. or its territories for processing or preparation of a background report or for any other reason. All work is done in the US.*
- **Responsible Criminal Database Policy:** *Criminal records data bases compiled by non-government entities will only be used as indicators of possible records. Prior to making any report to an employer about a criminal record from a database, MCSS will make every attempt verify the information directly with the reporting jurisdiction as required by FCRA regulations.*
- **Protection of Applicant Personal Information:** *MCSS complies with FCRA regulations and Nevada Statute NRS 603(a), titled: "Security of Personal Information".*
- **Disclosure of Records (NRS 598C.150):** *"Except as otherwise provided by a specific statute, any civil judgment, a report of criminal proceedings, or other adverse information which precedes the report by more than 7 years shall not be disclosed", in accordance with Nevada Revised Statute 598C.150.*