

# Fax Order Form

MCSS, Ltd. Background Investigation Services 1495 Ridgeview Dr., Suite 120 Reno, NV 89519 NV Lic: 1311	775-827-2226 CA Lic 25792
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Fax to **775-827-0999** with a copy of applicant "Consent and Disclosure" Form

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Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Person Submitting Order: \_\_\_\_\_ Phone: \_\_\_\_\_

Services Requested:

- Social Security Number History with National County Criminal Search
- Nationwide Criminal Database Search
- Federal District Court Search
- Global Criminal Watch List
- Sex Offender Search
- Driver License History
- County Civil Record Search, upper court
- Employment Credit Report (*must have completed on-site inspection to order*)
- 5 Panel Drug Screen (*must have drug screen account set up*)
- Employment Verification
  - List employer(s) name, address, dates of employment

\_\_\_\_\_  
\_\_\_\_\_

- Education Verification
  - 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, Ltd. online account and to see the completed report.
- Notify me when completed and I will pick up report at MCSS, Ltd office at 1495 Ridgeview Drive, Suite 120, Reno.