

## SingleSource Background Screening Web Access & Account Set Up

**Client:** \_\_\_\_\_

**Primary Contact Information** (assigned User ID & Password, will have authority to add & maintain additional users)

Contact Name:	Title:
Email Address:	Phone:

**Secondary Contact Information**    User access    No /  Yes    Order Screens    View Reports

Contact Name:	Title:
Email Address:	Phone:

### Screening Packages

Extensive Employee    \$47.00 + \*Fees (if applicable)  
Volunteer multi-jurisdiction database search (includes Residence Trace) 1 County Criminal search, education verification & 1 employment verification

Basic Employee    \$ 25.00 + \*Fees (if applicable)  
Volunteer multi-jurisdiction database search (includes Residence Trace), 1 County Criminal Search & Driving History

Extensive Volunteer    \$ 19.95 + \*Fees (if applicable)  
Volunteer multi-jurisdiction database search (includes Residence Trace), 1 County Criminal Search

Basic Volunteer    \$ 6.00 + \*Fees (if applicable)  
Volunteer multi-jurisdiction database search (includes Residence Trace)

### Individual Inquiries

Search	Quantity	Price each*

Search	Quantity	Price each*

\* Some courts/jurisdictions/agencies charge access fees and additional fees may be incurred for education, employment or database inquiries administered by 3<sup>rd</sup> parties. All access and additional fees are billed at cost, as incurred, and itemized on invoice.

Approved by:	Date	Name	Title	Signature
Client				
SSS BDS				

**Please be sure confirm approval by signing above and include signed Service Agreement and Database Addendum with your set up.**

**Referred by (how did you learn about SingleSource):** \_\_\_\_\_