Elite Process Serving and Investigations – More info and website

<http://www.elitepsi.com/background.htm>

Process Serving

Tenant Checks and Property Assessments with digital photos

Witness and Subject Locates (Skip Tracing)

[General Investigations](http://www.elitepsi.com/investigations.htm)

[Computer Forensics](http://www.elitepsi.com/computerforensics.htm)

[Background Checks](http://www.elitepsi.com/background.htm) & Pre-Employment Screening

[D](http://www.elitepsi.com/domesticinquires.htm)omestic Inquires

Law Clerking Services

Post-Judgment Collections

Elite provides Criminal Background Checks at State and individual County levels. Our service is cost effective, quick and reliable with secure access to criminal history records for background checks and pre-employment screening.

Elite provides in-person and real time compliant reports. We provide criminal record searches in any US county. All information is accessed via the Clerk of Courts Office in the specific county responsible for the applicant’s current and/or former residential and/or work addresses. We accomplish this by utilizing thousands of court record researchers to physically research and collect criminal history information in more than 5,000 individual court locations.

Criminal case information reported includes:

Type of search

Date search was performed

Scope of search (felony and/or misdemeanor)

Jurisdiction searched

Criminal charge

Case, Index or Docket Number

Outcome/Disposition

Conviction/Non-Conviction verification

Applicable candidate identifiers

The furnishing of complete and accurate criminal record information is Elite’s goal and responsibility. If a criminal record is found, it is imperative to ensure that the record is for the correct individual. To report a record for an individual, Elite applies a multiple-identifier criteria. The record must be matched by either a combination of name and Social Security number or name, date of birth, address, driver’s license number, physical description, etc.

Search Types:

[County Level Criminal History Check](http://www.elitepsi.com/background.htm#clchc#clchc)  
[Statewide Criminal History Check](http://www.elitepsi.com/background.htm#schc#schc)

[SSN Trace](http://www.elitepsi.com/background.htm#st#st)

[Consumer Credit Report](http://www.elitepsi.com/background.htm#ccr#ccr)

[Federal Civil Record Search](http://www.elitepsi.com/background.htm#fcrs#fcrs)

[Bankruptcy Search](http://www.elitepsi.com/background.htm#bs#bs)

[Driving History Search](http://www.elitepsi.com/background.htm#dhs#dhs)

**County Level Criminal History Check**  
Provides felony and misdemeanor checks at any county seat courthouse in the United States.  Unless you perform a felony and misdemeanor search you are not performing due diligence.  Searching only for felonies ignores numerous court rulings on the subject. Keep in mind that about 80% of all felonies are plea bargained down to a misdemeanor offense.

Cost:  **See Current Fee Schedule**

**Statewide Criminal History Check**  
Statewide availability is limited and not all states make this information available.  Cost:  **See Current Fee Schedule**

**SSN Trace**  
Think of this search as the foundation of your background check report. Results from this search check provides the basis for ordering other critical searches such as County or Statewide Criminal records in areas where the Applicant has lived during the past 7 years. The Applicant's Address History search results should match the information provided on his or her background check authorization form or application for employment. This search is highly recommended as part of an effective employee background check.  **Cost per search is $7.00**

**Consumer Credit Report**  **Cost:  $27.00**

**Federal Civil Record Search**

Federal Civil Records are searched US Federal District Courts. These records may reveal information pertaining to plaintiff, defendant, particulars of the action, remedies and awards. Typical cases might involve violations of civil rights, actions against the federal government, interstate commerce, financial entities, etc. A background check of senior level managers or executives frequently include civil record searches. This search is usually complete within 24 hours. **Cost per search is $25.00**

**Bankruptcy Search**

Bankruptcy background checks are conducted at Federal District Courts and records are specific to that district only. Background check information obtained in these records can include the type of bankruptcy filing (Chapter 7, Chapter 11, and Chapter 13), date of filing, remedies, roster of petitioners, etc.  **Cost per search is $25.00**

**Driving History Search**

Any individual or business that has another person drive on its behalf when conducting business should include a Driving History search in their pre-employment screening program. This search can include critical employee background check information and is frequently utilized as part of an ongoing safety program. The content of each state's Driver History report varies, but will generally contain the driver's license issue and expiration date, current status, and a record of violations, suspensions or revocations. Data dates back from 3 to 10 years depending on the state. Almost all states are available.  Cost:  **See Current Fee Schedule.**

Fee Schedule and Court Access Fees:

[**View Current Fee Schedule and Court Access Fees**](http://www.elitepsi.com/Current%20Fee%20Schedule%20and%20Court%20Access%20Fees%20(1).pdf)

[All costs for searches and access fees are subject to change without prior notice being given.](http://en.wikipedia.org/)

Downloads

[View Fee Schedule and Court Access Fees](http://www.elitepsi.com/Current%20Fee%20Schedule%20and%20Court%20Access%20Fees%20(1).pdf)

[End User Agreement](http://www.elitepsi.com/End%20User%20Agreement.pdf)

[State Specific Holidays (Causes for Possible File Delays)](http://www.elitepsi.com/CourtHolidays.pdf)

[Requirements of the Federal Fair Credit Reporting Act](http://www.elitepsi.com/Fair%20Credit%20Reporting%20Act%20Requirements.pdf)

[Notice to Users of Consumer Reports](http://www.elitepsi.com/Notice%20of%20Users%20of%20Consumer%20Reports.pdf)

[Using Consumers Reports: What Employers Need to Know](http://www.elitepsi.com/Using%20Consumer%20Reports%20What%20Employers%20Need%20to%20Know.pdf)

[FTC Facts for Consumers](http://www.elitepsi.com/FTC%20Facts%20for%20Consumers.pdf)

[Summary of Consumer Rights](http://www.elitepsi.com/SummaryofConsumerRights.pdf)

[Applicant Denial Letter](http://www.elitepsi.com/Denial%20Letter.pdf)

[Disclosure and Release (Employment)](http://www.elitepsi.com/Disclosure%20and%20Release%20-%20Employment.pdf)

[Disclosure and Release (Contract/Rental)](http://www.elitepsi.com/Disclosure%20and%20Release%20-%20Rental.pdf)

[Background Order Form](http://www.elitepsi.com/Order%20Form-Writeable.pdf)

[Check a Status](mailto:status@elitepsi.com?subject=Check%20a%20Status)

Getting Started:

Complete End User Agreement

Before any searches are to be performed, all customers must be in compliance with the Fair Credit Reporting Act.  All customers must have a signed End User Agreement on file, before searches can be performed.  Only one signed End User Agreement must be on file per Company.  View Form.

**Conducting a Search (Steps 1, 2 and 3)**

**Step 1:  Download and Complete one of the following:**

Disclosure and Release (for Employment); [View Form](http://www.elitepsi.com/Disclosure%20and%20Release%20-%20Employment.pdf)

Disclosure and Release (for Contract/Rental); [View Form](http://www.elitepsi.com/Disclosure%20and%20Release%20-%20Rental.pdf)

**Step 2:  Complete Background Order form for each Applicant**

**Note**:  When Selecting **"Perform Driving Records History Search"**, each Applicant must complete a separate **Driving Authorization Form** for the following States ONLY:  Alaska, Arkansas, Colorado, District of Columbia, Georgia, Illinois and New Hampshire.

View forms here:

[Alaska](http://www.elitepsi.com/alaska-release.pdf)                                         [Georgia](http://www.elitepsi.com/georgia-driving.pdf)

[Arkansas](http://www.elitepsi.com/arkansas-release.pdf)                                    [Illinois](http://www.elitepsi.com/illinois-release.pdf)

[Colorado](http://www.elitepsi.com/colorado-release.pdf)                                    [New Hampshire](http://www.elitepsi.com/nhrelease.pdf)

[District of Columbia](http://www.elitepsi.com/districtofcolumbia-release.pdf)

**Step 3:  Fax to 630-299-4601:** Signed Disclosure and Release, Completed Background Order Form, along with any Driving Authorization Forms (if applicable)

Upon receipt of your fax, we will confirm with an email that the documents have been received.  At this time, we will advise you if any items are missing or incomplete.

Once the Search has been completed, the results will be return via the selected method (email or fax).

**To check the status of a search**:

Send an email to:  [status@elitepsi.com](mailto:status@elitepsi.com?subject=Check%20a%20Status).  Include your account number, the Applicant's name and the original date of submission of the Search