



APPLICANT BACKGROUND RECORD CHECKLIST

State Form 53390 (R / 5-10)

Approved by State Board of Accounts, 2010

INDIANA STATE PERSONNEL DEPARTMENT

INSTRUCTION: Attach a copy of the signed disclosure release form

Agency Name

Agency Contact

Applicant Name

Vacant Position Title

☐ **YES, please run the following FREE services for the above named applicant.**

Service	Service Description	Price	Turnaround
Tax Payment Check	Verification through the Indiana Department of Revenue that applicant/employee is current in payment of Indiana state taxes	FREE	2-5 days
Sex Offender Registry	Obtain a copy of a records check from the Indiana Sex and Violent Offender Directory Database maintained by the Indiana Criminal Justice Institute and/or the National Sex Offender website which is maintained by the United States Department of Justice.	FREE	Instant
Valid Indiana Drivers License	Verification that the applicant/employee possesses a valid Indiana driver's license. Also includes verifying that applicant/employee's driver's license is current and in good standing and determining status of applicant/employee's driving record.	FREE	Instant
Indiana State Police Limited Criminal History	A Limited Criminal History contains only felonies and class A misdemeanor arrests within the state of Indiana. Completeness of this information is based on county participation.	FREE	Instant

☐ **YES, please run the following BARADA services a fee (required for all EXBB and IT):**

Service	Service Description	Price	Turnaround
Social Security Trace	This preliminary search tool instantly provides names and addresses associated with a social security number along with the date and state of its issuance. The addresses disclosed may then be used to determine which county criminal records should be searched and if additional steps should be taken to verify an applicant's identity.	\$2.00	Instant
Criminal County Court Record	This record search is an actual review of court records performed in each individual county throughout the country. The reports contain records of criminal convictions or currently pending criminal charges in the specified county, and many are returned in less than 48 hours. Unless otherwise designated, these searches cover a seven year history. Many employers choose to search the counties where a candidate has lived, worked or studied during the past seven years.	\$9.00	3 days
Criminal County Court Record (Alias)	PER COUNTY PER ALIAS. Information is the same as above, except is specified for an individual's alias name. This is most commonly used for name changes within a 7 year period due to marriage or divorce. *A surcharge could be assessed; however, most counties will not have a surcharge.	\$9.00	3 days
Criminal National Database	This is an instant multi-jurisdictional search of various state and county records from all 50 states and includes data from courts, sexual offender registries and department of correction records. This search is a useful tool that offers broad geographic coverage, but it is best considered a preliminary search and should not replace individual county searches. There is no complete "national" database search and results cannot be viewed as conclusive. Any records found for a candidate must be confirmed.	\$7.00	Instant

ADDITIONAL BARADA SERVICES PER AGENCY REQUEST

Please check the box next to the requested services and return to agency Recruitment Consultant.

Select	Service	Service Description	Price	Turnaround
☐	Criminal State Repository	Searches include record retrieval from either the state's court of administration or criminal history agency, such as the state police or bureau of investigation.	\$ 6.00	(varies by state)
☐	Credit Report**	<i>**Credit history check may be used ONLY where there is a business necessity.</i> This instant search provides a candidate's credit history including loan balances, delinquent accounts, judgments, liens, and bankruptcies. There are strict laws governing the use of credit reports, and the sensitive nature of the contents requires extreme care in the use of this report.	\$6.00	24 hours
☐	Fraud and Abuse Exclusion	This search includes review of sanction and disciplinary information taken by federal agencies (including GSA, OIG, FDA, and DEA) as well as licensing and certification agencies in all 50 states.	\$3.00	24 hours
☐	Criminal Federal Court Search	Searches include a review of records in the specified district and included criminal convictions or pending charges for violations of federal law.	\$6.70 (District) \$7.10 (National)	24 hours
☐	Bankruptcy	This search can be performed by a single district or as a "national search and returns bankruptcy records including information such as the type of filing and date of discharge. As with credit reports, this information should only be used when applicable and in compliance with state and federal laws.	\$4.75 (District) \$7.60 (National)	24 hours
☐	Tax Lien and Judgment Search	This search can be done in each state and includes a review of records held by the applicable state agency or repository.	\$4.75	24 hours
☐	Civil Court Record	This report is based on a physical review of upper court records located in a specified county. Federal district court searches are also available. Results typically contain date of filing, cause number, and the names of involved parties.	\$7.65 (Upper) \$7.65 (Lower)	3 days