



## Professional's Detective Agency

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## Description of Services

**Social Security Trace:** This search identifies names, addresses, and dates associated with a provided social security number. Information returned will provide an address history associated with the provided social security number.

**Social Security Verification:** This search will verify that a specific social security number is valid and provide the date of issue and the state in which it was issued.

**County Criminal:** We have a national network of researchers who are able to search the public records from all of the county courthouses in the United States, providing both felony and misdemeanor information. PDA will search for these records at the source; this is the only way to ensure the most accurate, compliant, up-to-date information.

**Drug Testing:** We work with Quest Diagnostics to run drug testing on employees/applicants and review the results with a medical review officer.

**National Criminal Database Search:** Applicant supplied identification information is entered into a database with county criminal records, department of corrections inmate records, sexual offender registries etc. to help determine what counties should be searched for misdemeanor/ felony offenses.

**National Sex Offender Registry Searches:** We will check a database of the participating states' sex offender registries and then verify any hits at the state level. This will ensure that any offenders prosecuted in a state outside of their residence is found.

**State Sex Offender Registry Searches:** We will check an individual state's sex offender registry to find if the applicant has been prosecuted in that state.

**Professional License:** We will verify that an applicant received a professional license or certification qualifying them for certain types of employment.

**Motor Vehicle Report (MVR):** We will access the driving record for the individual directly from the state where the driver's license was obtained. Certain states have additional fees for accessing the information, only those additional fees will be passed along to the client.

**Employment Verification:** This verification draws upon a previous employers knowledge of the applicant during the period of employment specified in the application. The information obtained by our in-house researcher includes, but is not limited to: dates of employment, job descriptions, character, salary, title, and performance.

**Education Verification:** Our in-house staff confirms the applicant's/subject's highest level of education. We will verify institutions, dates, major areas of study, degrees earned and transcript information.