

## Service Directory

Tailored to fit your industry's screening needs and business requirements



### Public Records

#### Social Security Number Trace

Sterling identifies address history associated with a Social Security Number (SSN) using an extensive database of 10,000+ sources. The results broaden the scope of a background check to include jurisdictions (and names, if requested) beyond what the candidate has disclosed. Alias names may also be identified upon request.

#### County Court Record Search

County Court Record Searches are available in 3,340+ counties in the United States and identify potential criminal history, such as felony convictions, misdemeanor convictions, and pending cases in the jurisdictions provided by the candidate or identified based on Social Security Trace or other locator services (e.g. where they have lived, worked, or attended school) within the past seven years at minimum.

#### Dept. of Justice Sex Offender Registry Search

Sterling searches through the United States Department of Justice (DOJ) National Sex Offender Public Website (NSOPW), which includes registered sex offenders in 49 States, U.S. territories, the District of Columbia, and participating Indian tribes. Please note that reporting in Nevada is not permitted.

#### Federal Court Search

The Federal Court Search is for crimes that are prosecuted in federal district courts, and include convictions and pending cases for charges such as international/inter-state drug trafficking, kidnapping, and other federal-level crimes. Sterling can obtain federal records from all district courts throughout the U.S. and related territories.

### Enhanced Nationwide

The Enhanced Nationwide Criminal Database searches State, County, and Corrections criminal record databases to locate additional jurisdictions where a candidate may have committed a crime. Prior to reporting, possible felony and misdemeanor convictions and pending cases are verified against primary source court records to validate the record before it is reported.

### Fraud Abuse Control Information System (FACIS)

FACIS, a search with Verisys®, pulls primary source data from federal and state sources for exclusions, sanctions, debarments, and disciplinary actions against health care professionals and businesses for published license types and publishing jurisdictions. FACIS sources include federal agencies, such as the Dept. of Health and Human Services (HHS), Office of Inspector General (OIG), List of Excluded Individuals / Entities, the System for Award Management (SAM), and Excluded Parties List System (EPLS).



### Trusted Partner

Sterling is trusted by 30,000+ customers globally, who conduct 100+ million criminal record searches annually worldwide.

## Locator Select

Locator Select queries over 2,400 jurisdictions for bookings and incarcerations, covering most of the incarcerated population in the U.S., and locates additional jurisdictions where a candidate may have committed a crime. Possible felony and misdemeanor convictions and pending cases are verified against primary source court records to validate the record before it is reported.

## State Search

A State Search is a search of a state's repository or state police records for criminal information and can provide an alternative source for criminal record information in a state.

## Extended Global Sanctions Search (GLOBEX)

GLOBEX searches millions of records worldwide sourced from foreign governments, courts, regulatory enforcement, law enforcement agencies, and other public and proprietary data sources around the globe. Data sources are subject to availability and applicable reporting restrictions. This search is for restriction, sanction, and exclusion records maintained by U.S. and international legal and regulatory enforcement organizations and public sources, and includes sources containing information from 1,700+ Watchlists and Sanctions with 4+ million records, as well as Politically Exposed Persons.

## Office of Foreign Asset Control (OFAC)

The Office of Foreign Assets Control (OFAC) list of Specially Designated Nationals and Blocked Persons is commonly referred to as a terrorist watch list. OFAC administers and enforces economic sanctions programs primarily against countries and groups of individuals, such as terrorists and narcotics traffickers. The sanctions can be comprehensive or selective, using the blocking of assets and trade restrictions to accomplish foreign policy and national security goals. This is a search, and results are subject to availability and applicable reporting limitations.

## Client Matrix Application (CMA)

Sterling's Client Matrix Application (CMA) services allow you to easily configure and automate application of your company's standards after the screening process. As a result, CMA helps an employer drive standardization by checking and comparing a candidate's background screening report against the company's hiring qualification standards.

## Global Criminal Search

The Global Criminal Search is for records in countries and/or territories based on the candidate's self-disclosed address history, excluding U.S. and Canadian sources, and may include various levels of courts, police records, or other sources of information. Records are reported in accordance with regional and local laws and regulations, and other restrictions that may be imposed by the source. Major coverage areas include Latin America and the Caribbean (LAC); Europe, Middle East and Africa (EMEA), and Asia Pacific (APAC).

## Motor Vehicle Records (MVR) Checks

Motor Vehicle Record (MVR) checks search for state driver record information dating back a minimum of three years. The information is sourced from the state's Department of Motor Vehicles (DMVs), and availability and restrictions vary by state. Information may include license status, issue date, citations/violations, and medical certificate information.

## Federal Motor Carrier Safety Administration (FMCSA) Crash and Inspection

The Federal Motor Carrier Safety Administration (FMCSA) program provides electronic access to a commercial driver's crash and inspection history from the FMCSA Motor Carrier Management Information System (MCMIS). Different from the state data sources used to generate Motor Vehicle Records (MVRs), MCMIS is a federal government database. Sterling searches the database for a driver's most recent five years of crash data and the most recent three years of roadside inspection data. The database also shows the location and date that a crash or inspection occurred, as well as any additional safety details about crashes, such as injuries, fatalities, and towaways, that are included in the record. This search is only applicable to pre-employment screenings and may not be run on current employees.

## Our Mission

Sterling provides the foundation of trust and safety our clients need to create great environments for their most essential resource, people. We believe everyone has the right to feel safe.

## Commercial Driver's License Information System (CDLIS)

Sterling uses the CDLIS search tool to locate all states where an individual has held a commercial driver's license. To ensure that each commercial driver has only one driver's license, a person's name, date of birth, and social security number are required to run the report. The search tool will only return the license number and state of Commercial Driver's License (CDL) where someone has held a commercial license.

## Social Media Searches

Sterling has partnered with Fama Technologies to offer a social media search solution. Our solution searches publicly available online information of potential hires to identify behaviors that may violate the law or work policies. Searches identify social media profiles as well as news and media for job-relevant, risk-creating behaviors, including bigotry, racism, and sexism, in addition to any customized criteria you deem relevant.

## Credit Reports

Credit reports provide an employment credit report that may contain potentially adverse account information, collections, bankruptcies, and other relevant information, subject to applicable reporting limitations. The report also provides information about the subject's financial history, including charge-offs, collections accounts, public records, trade lines, bankruptcies, and monthly payment histories. Please note that no credit score is provided.

## Verifications

### Employment Verification

Employment verifications are conducted in the U.S. and globally, and are used to verify a candidate's employment history and records with HR, payroll, or third-party providers — including periods of traditional employment, as well as temp agency assignments, military history, and periods of self-employment.

### Education Verification

Conducted in the U.S. and globally, education verification is used to verify a candidate's education history and records with school registers or third-party providers, such as the collegiate, high school, GED, and home-schooling levels.

### Professional Reference Verification

Personal/Professional Reference verifications are conducted in the U.S. and globally, and used to verify a candidate's character and work proficiency.

### Credential Verification

Credential verifications are conducted in the U.S. and globally, and used to verify many types of licenses and credentials, such as financial FINRA checks, nursing licenses, medical licenses, and others.

### Department of Transportation (DOT) Employment Verification

DOT Employment verification is conducted in the U.S., and is similar in many respects to a standard employment search, but, in addition, has questions mandated by federal law, specifically covering employees in the transportation (FMCSA), pipeline and hazardous materials (PHMSA), railroad (FRA), transit (FTA), and aviation industries (FAA), usually in what are deemed to be safety-sensitive positions. DOT and specific regulations and requirements may vary and determine how far back a DOT employment verification must be conducted.

### Gap Verification

Gap verifications are conducted in the U.S. and globally, and are used to identify any breaks in a candidate's employment history within a specified time frame.

### Resume Comparison

Resume comparisons are conducted in the U.S., Canada, and the UK to check for discrepancies between the information on a resume and the information subsequently entered during the background screening process. Discrepancies between the two are highlighted and presented on the report.



## Scale Globally

Sterling has background screening and compliance solutions across 195 countries and countless jurisdictions worldwide.

## Drug and Health

### Laboratory-Based Drug Testing

Sterling offers laboratory-based drug testing in which candidate specimens are collected at a point of care facility, sealed, and shipped to Substance Abuse and Mental Health Services Administration (SAMHSA) certified laboratories for testing. An initial screen is conducted and followed by Gas Chromatography/Mass Spectrometry confirmation for any results showing a presence of a drug above a specified level. Urine testing is the most common method for drug testing and is also the only method of testing currently recognized by the Department of Transportation (DOT) for employers' regulated testing needs.

### Point of Collection Drug Testing

Sterling's Point of Collection Testing (POCT) services include drug and/or alcohol test devices that deliver instant test results shortly following collection. These drug and alcohol screening devices are available for purchase where the screens can be self-administered, or testing can be conducted offsite at a testing facility. Any device registering a non-negative result is shipped to a laboratory for confirmation testing. For clients self-administering the test, results can be submitted into the client portal, so all candidate/employee screening results are available in a single location.

### Physical Examinations

Sterling offers a Department of Transportation (DOT) Physical Exam conducted by Nationally Registered Certified Medical Examiners, as well as non-DOT Physical Examinations that meet employer-specific job requirements. These exams are sometimes called "Fit for Duty" or "Human Performance" exams. Components of the exam may include but are not limited to: review of detailed health history, vision screening, hearing evaluation, blood pressure and pulse rate check, urinalysis (protein, blood and sugar levels), and respirator clearance (if required).

### Health and Medical Services

Sterling offers commonly ordered clinical services relative to occupational/workplace testing, including more than 60 different services such as physical examinations, titers, vaccines, x-rays, and wellness components. Tests are conducted through Sterling's network of 15,000+ test sites throughout the U.S., making facilities conveniently accessible for candidates and employees.

### Random Program Management

Random drug and alcohol testing is the best tool employers have for deterring drug and alcohol use in the workplace — while employees know they will be tested, they are never quite sure of when. Each Department of Transportation (DOT) Agency and the United States Coast Guard (USCG) have regulations that require certain employers to implement a random testing program. Sterling assists employers in meeting this requirement; as well as working with all employers (non-DOT) interested in the program. While the DOT random rates have annual minimum requirements, random selections and testing should be performed quarterly at a minimum. Sterling offers both monthly and quarterly selections. Sterling's random selection program promotes unbiased selections by utilizing a statistically valid, computer-generated selection process that randomly selects from a designated employee pool.

### Post-Accident Testing

A post-accident or "post-incident" test is performed after an employee has been involved in a workplace accident. Testing is used to determine whether drugs and/or alcohol were a potential factor in the incident. This service has 6,000+ trained collectors to perform 24/7/365 emergency collections when accidents occur, and includes immediate contact to a Sterling partner for direct scheduling and dispatch of a qualified technician to the worksite or to the scene of an accident.

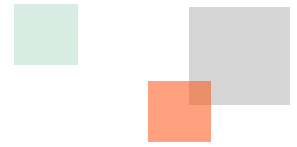
## Workforce Monitoring

### Medical Sanctions & Exclusions Monitoring

Medical sanctions and exclusions monitoring provide proactive daily searches of enrolled subjects against sanctions and exclusions lists, including OIG, GSA/SAM, and state sources. Employers receive alert notifications, so they can conveniently log into the Workforce Monitoring app to view additional medical sanction and exclusion details.

### Criminal Activity Monitoring

Criminal activity monitoring proactively monitors 2,000+ jails for new booking and incarceration events for the enrolled employee population. Employers receive alert notifications, so they can conveniently log into the Workforce Monitoring application to view additional criminal activity details.



## Compliance

### Pre-Adverse & Adverse Action

Adverse Action is a two-step process that employers are required to follow under the Fair Credit Reporting Act (FCRA) when considering making an adverse employment decision based on the results of a background check. At your request, as an administrative service, Sterling may send the candidate a Pre-Adverse Action notice, and a final Adverse Action notice if requested, which contain required attachments such as a copy of the background check report, the FCRA summary of rights, and applicable state rights notices.

### Individualized Assessment

Individualized Assessment provides an individual the opportunity to provide additional mitigating information to demonstrate that they should not be excluded from a position based on past criminal conduct. As an administrative service, Sterling can deliver an Individualized Assessment form in the candidate workflow. If a criminal record is the reason for potential disqualification, an Individualized Assessment task may be sent to the candidate. If the candidate completes the Individualized Assessment task, the employer will receive a notification and have an opportunity to review the response and decide on next steps, and whether to proceed with or cancel the Final Notice of Adverse Action.

### Fair Chance

Fair Chance laws requires employers to evaluate several factors before making a hiring decision. To simplify the Fair Chance process and help comply with local laws, Sterling provides an administrative service to employers to deliver forms to perform the required tasks in New York City and Los Angeles and provide candidates with the required individualized assessment questionnaires.

## Identity

### Fingerprinting

Sterling offers fingerprinting services as a biometric check for identity purposes, and to screen candidates for employment and job promotion. It also allows for biometric checks to allow controlled access to classified information and special access locations. Acting as an indirect channeler between clients and regulatory agencies, Sterling manages candidate information collection, biometric capture, and biometric report delivery to identify fingerprints linked to FBI criminal records, as well as other state and federal databases.



### Speed & Accuracy

Sterling's powerful cloud-based platforms and proprietary technology delivers industry-leading turnaround times, with high levels of quality controls.

### ABOUT STERLING

Sterling—a leading provider of background and identity services—offers a foundation of trust and safety that spans across industries, professions, and borders. Our technology-powered services help organizations create great environments for their workers, partners, and customers. With office locations around the world, Sterling conducts more than 100 million searches annually. Visit Sterling online at [sterlingcheck.com](https://sterlingcheck.com).

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