

**Burbridge Detective Agency**  
**Online Fax Form**  
**Print & Fax This Form To (219) 327-2424**

**Background Check Request Form:**

Subjects Name: \_\_\_\_\_ DOB: \_\_\_\_\_

SSN (if known): \_\_\_\_\_ DL# (if requesting DL Record): \_\_\_\_\_

Subjects Address: \_\_\_\_\_

Reason For Check: \_\_\_\_\_

**Type Of Background Check Reports (Check One Type & Add On if needed):**

\*Please check next page for Report Descriptions.

\*It is recommended for those who request background check reports for pre-employment or tenant screenings to have the subject sign a waiver form. Most states will require the basic waiver on all driver record requests for pre-employment purposes (waiver forms included in this packet).

\*Consumer Credit Reports by federal law require a signed waiver form

**Basic Check Report (\$34.95) \_\_\_\_\_ Add Driver License Record (+\$35) \_\_\_\_\_**

**Advanced Report (\$49.95) \_\_\_\_\_ Add Driver License Record (+\$30) \_\_\_\_\_**

**Professional Report (\$99.95) \_\_\_\_\_ Add Driver License Record (+\$30) \_\_\_\_\_**

**Your Payment Information:**

(we accept all major debit/credit cards)

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name On Card (as it appears): \_\_\_\_\_

CC Billing Address: \_\_\_\_\_

(Street Address) (City) (State) (Zip)

CVV2# (last 3 numbers on back of credit card or 4 numbers for Amex): \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Requestors Name (If different than credit card holder): \_\_\_\_\_

**\*Reports are emailed in a normal turnaround time of 1 business day for Basic & Advanced Reports, and 2 -5 business days for Professional Reports.**

**\*All necessary waiver forms for the driver license record and credit report are included below on this fax form.**

#### **Important Conditions:**

- (1) Because all orders are processed immediately, no cancellations allowed or accepted once an order has been submitted.
- (2) The turnaround time for each state displayed on the BDA Web Site is the normal time it takes for results to be delivered. Since turnaround times may vary in certain situations (state request backups, state computer problems, etc) BDA does not guarantee the turnaround time.
- (3) BDA is not responsible for errors typed in by customers. It is the responsibility of the customer to make sure subjects information entered into the order is correct (subject name, dob, & dl#). States will charge for dl record searches regardless if there are any errors in the search criteria.

#### **Basic Report: Background Report Descriptions**

##### **We Check:**

Date Of Birth, Address History (20-25 years), Address Summary Information (property owners, listed phones at address), List of Associates / Relatives / Neighbors, Professional Licenses, Properties, National Criminal Record Database (Felony Convictions), Sex Offender, and other misc. permits (vary from state to state - ex. voter registration, hunting/fishing, concealed weapon permit).

##### **Advanced Report:**

##### **We Check:**

Date Of Birth, Social Security Number Verification, Alias Names, Address History (20-25 years), Address Information (Present & Past Addresses) w/ Listed Phone Numbers & Property Owners, Adults Residing W/ Subject, Nationwide Criminal Record Search (database), Sex Offender Check, Professional Licenses, Properties, List Of Associates & Relatives, Bankruptcies, Civil Judgments, Tax Liens, Voter Registration, UCC Filings, Corporate Affiliations, Possible Work Affiliations, FAA Pilots & Aircrafts, Merchant Vessels, List Of Neighbors, and more (most states may include registered vehicles and some driver license information).

##### **Professional Report:**

##### **We Check:**

Everything Included In Advanced Background Check.

##### **Plus:**

\*10 Year County Court Criminal Records (Felony & Misdemeanor) \*7+ Year County Court Civil Records (Civil/Family/Divorce) \*Nationwide Wants / Warrants \*Vehicle Registrations \*Database Search For Possible Non-Listed & Mobile Phone Listings \*Eviction Records \*Federal Prison Records \*Federal Criminal Court Records \*State Incarceration Records \*Database Search For Email Addresses.

Important: County Court Records are only checked in the current county or most time spent in county in last 7 years by the subject. Additional Counties are available for an added cost of \$50 per county (\$25 criminal / \$25 civil)

##### **State Driver License Record:**

Current Driver License Status, Expiration Dates, 3 to 5 years Moving Violations (depending on state - some states go up to 10 years), Lifetime of DUI DWI Violations, 5-10 years License Suspensions (depending on state - may be lifetime).