

## Background Information Reporting System (BIRS)

Eide Bailly professionals utilize the Background Information Reporting System (BIRS) software for the duration of your background checks. BIRS automates pre-employment screening and background investigations for faster results. Additional benefits of using BIRS software include:

- Easily accessible website at your fingertips;
- Secure log-in;
- Simple input and submission of requests; and
- Secure unlimited archive.

### Additional Services

• Credit Report	\$12
• Employment Verification	\$15
• Credential Verification	\$15
• Education Verification	\$15
• Reference Verification	\$15
• Driver's License Records	\$25
• Statewide Criminal Record*	\$30
• County Criminal Record*	\$30
• National Criminal Database Search	\$25
• Second Name Search (AKA)*	\$15
• E-verify	\$10

\*prices may vary by state

## Experience the Eide Bailly Difference

When you work with our Forensic Accounting and Investigative Services team, we believe your experience will be different from other companies who offer background checks. You can expect:

- Comprehensive and understandable background reports that bring all information retrieved together in a usable format—a sample report is available upon request.
- Personalized service from a knowledgeable professional.
- Competitive turnaround times.

**For More Information**  
Call today—866.999.8362  
[backgrounds@eidebailly.com](mailto:backgrounds@eidebailly.com)

[www.eidebailly.com](http://www.eidebailly.com)



know who you're hiring

# Employee Background Checks



FORENSIC ACCOUNTING  
& INVESTIGATIVE SERVICES

## Background Checks May Include:

### Credit Records

Social Security Number Verification—Verifies applicant has provided a valid social security number and current address information.

Credit Record—Shows credit history for applicant and includes information on revolving, installment and open debt accounts, bankruptcy liens and judgements upon approval by credit reporting agency.

### Criminal Records\*

County Criminal Records—Includes Felony and Misdemeanor records obtained at county level.

Statewide Criminal Records—Includes Felony and Misdemeanor records obtained at statewide level.

\*One state or county search per package

### Bankruptcy

Bankruptcy Records—Records taken from federal bankruptcy courts for the seven years prior.

### Driving Records

Individual Driver's License Records—Violation and suspension records for applicant's drivers license number in residence state for the three years prior.

Results of Prior Drug Testing (Commercial Drivers Only)—Must have a signed release form and previous employment history to conduct this search.

### Verifications

Education Verification

Reference Verification

Previous Employment Verification

Credential Verification

E-verify

Packages	Focus	Fees
<b>Low-Risk Employees Package</b> Low-level employees include those individuals with little or no fiduciary responsibility and very little opportunity to financially impact the company. Employees included in this search are those who do not require a valid drivers license or clean driving record for insurance purposes.	<ul style="list-style-type: none"> <li>• Social Security Number Verification</li> <li>• Statewide or County Criminal Record</li> <li>• Bankruptcy Records</li> <li>• National Sex Offender Search</li> <li>• Health and Human Services Office of Inspector General Search</li> <li>• Office of Foreign Assets Control Search (Excluded Parties List System-terrorist list)</li> </ul>	<b>\$40*</b>
<b>Mid-Risk Employees Package</b> Mid-level employees include those individuals with an opportunity to financially impact the company (i.e., any employees having access to company assets with little supervision). These individuals will likely need a driver's license and good driving record for employment.	The following are in addition to the low-risk package: <ul style="list-style-type: none"> <li>• Credit Record</li> <li>• Driver's License Records (3 years)</li> <li>• Education Verification (2 max)</li> <li>• Previous Employers (2 max)</li> </ul>	<b>\$80*</b>
<b>Commercial Drivers Package</b> Commercial Drivers are those possessing a commercial drivers license. These individuals generally have a large amount of company assets in their custody and generally should have safe driving records.	The following are in addition to the low-risk package: <ul style="list-style-type: none"> <li>• Credit Record</li> <li>• Driver's License Records (3 years)</li> <li>• Results of Prior Drug Testing (2 years)</li> <li>• Previous Employers (2 max)</li> </ul>	<b>\$80*</b>
<b>Management and Upper Level Employees Package</b> These employees generally have a great deal of fiduciary responsibility within the company.	The following are in addition to the low-risk package: <ul style="list-style-type: none"> <li>• Credit Record</li> <li>• Statewide or County Criminal Record</li> <li>• Driver's License Records (3 years)</li> <li>• Education Verification (2 max)</li> <li>• Previous Employers (2 max)</li> <li>• References Verifications (2 max)</li> <li>• Credential Verification (2 max)</li> </ul>	<b>\$120*</b>



Quantity Discounts (Quantity discounts may vary with package provided)

10+ backgrounds per month      10%

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