

Consumer Background Check DDN

December 12, 2011

☐ **Part One:**

- Introduction: Steve Resick
- Scott Eigenbrod with IntelliCorp
- Demonstrate use of the web based service.
- Questions and discussion

☐ **Part Two;**

- Bernie and Jill Gusso
- Obtaining SD background checks
- Interpreting background reports

Intellicorp

Background checks

Procedures to conduct background check

- Obtain signed release from consumer

Information required:

- Social security number, date of birth
- Name, maiden name, address, email address
- Release to remain in file

Cost of a typical search

- ❑ \$24.95 is bundle cost per agreement with VR.
 - SD counties charge \$25 per county request.
 - Other states will vary with charges if any.
 - Most costs are included in bundle price.
 - Costs are calculated prior to purchase.
 - Each cost category can be unchecked.

Background check in South Dakota

- Background checks for SD are completed using the form letter though UJS.
- Each SD county will cost additional charge beyond \$24.95 Intellicorp bundle charge.

Important:

- ✓ Uncheck SD counties or they will show up as additional charges.

❑ Ongoing weekly trainings

- Basic user training
- Users can participate in these anytime.
- Schedule of trainings is on website.

Billing and authorization

- ❑ Preauthorize using Intellicorp as vendor
- ❑ Billing occurs monthly after the 1st of each month by email.
 - Can view and print additional invoices online
 - May need to black out information on invoice due to multiple consumers on single billing statement

- ❑ Steps for payment and file documentation.
 1. Home page to Your Account
 2. select--Manage account
 3. select--Invoice History
 4. select– view invoice and view detail