

Standard Service Sheet

Search Criteria	Level of Service	Level 1	Level 2	Level 3	Level 4	Level 5	Bespoke
Address History – 5 Years							
Address Confirmation		✓	✓	✓	✓	✓	
Electoral Roll Check		✓	✓	✓	✓	✓	
Undisclosed Addresses		✓	✓	✓	✓	✓	
Previous Names Recorded		✓	✓	✓	✓	✓	
Alias & Association Search			✓	✓	✓	✓	
Personal Reference Check (up to 3 references)							
Establishes the capacity in which the referee is known to the candidate and provides an insight into the Referees opinion of the candidate's suitability for the role. All references contacted individually and verified.					✓	✓	
Credit Check							
County Court Judgments		✓	✓	✓	✓	✓	
Bankruptcies		✓	✓	✓	✓	✓	
IVA's		✓	✓	✓	✓	✓	
Employment Check							
Employers Status Check – 5 Years (Confirming dates of employment and position held)		✓	✓	✓	✓	✓	
Employers History Check – 5 Years (Confirming the above and also confirming performance, behaviour, disciplinary action and rehire eligibility)					✓	✓	
Employers Status & History Check – 10 Years					✓	✓	
Academic Check							
Higher Education Qualifications Check (Subjects studied and grades achieved)				✓	✓	✓	
Degrees (Confirmation of course taken, qualification achieved and year obtained)					✓	✓	
Secondary Education Qualifications Check (Subjects studied and grades achieved at schools/colleges)						✓	
Press & Media Search							
A full Internet search of the web and the deep web of relevant articles to see if the candidate has been mentioned in newspapers or other media. This is on a local, national and international level.					✓	✓	
Sanctions Check							
Anti-Terrorist File						✓	
Politically Exposed Persons Register						✓	
UK & Europe Wanted Files						✓	
Bank of England Exposed List						✓	
Criminal Record Check							
If the candidate has any convictions issued under Section 112 of the							
Police Act 1997 Basic Criminal Record Check (current record and unspent)						✓	

Additional Services	Level of Service	Level 1	Level 2	Level 3	Level 4	Level 5	Bespoke
FSA Checks & Regulations							
Confirm if Active Member of FSA							
Any Disciplinary History							
Any Supervisory Action							
Any Civil Regulatory Action							
Professional Licence Verification							
To check if they are licenced under the respective governing bodies.							
Address Visit							
Any UK address visited in person to check identity of occupants.							
Court Checks							
To check Magistrates Courts in the vicinity of the candidates home address to determine if the candidate has any past or pending Court appearances and undertake a National search for any past or pending appearances at any UK Crown Court.							
Driving Licence Check							
Check with DVLA to confirm licence held and any misdemeanours held.							
Association List Search							
Published residents and voters check and possible cohabitants at supplied address.							
Right to Work Search							
To confirm documentation held enables the candidate to legally work and remain in the UK.							
Land Registry							
Check to see if there are any charges against any noted property.							
Passport Check							
To confirm if the document is true and current.							

**PLEASE NOTE ALL THE ABOVE SERVICES ARE FOR THE UK.
INTERNATIONAL CASES MAY HAVE DIFFERENT SEARCH CRITERIA.**