



## Corra Background Check Order Form

Complete and Fax Order Form to Corra at (310) 966-1556

Your Organization: \_\_\_\_\_ Order Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

### Candidate Information

Authorization Release Obtained?

Print Candidate's Name (First Middle Last): \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Aliases (e.g. : Maiden Name) \_\_\_\_\_ Driver's License & State: \_\_\_\_\_

Current Address: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Dates: \_\_\_\_\_ Tel. # \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Dates: \_\_\_\_\_ Tel. # \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Dates: \_\_\_\_\_ Tel. # \_\_\_\_\_

Highest Educational Degree: \_\_\_\_\_ Educational Institution: \_\_\_\_\_

### Employment Screening Packages

Select a package for your candidate. Packages viewable online at [www.corragroup.com/Screeningpackages.html](http://www.corragroup.com/Screeningpackages.html)

**American Labor \$25\***  
For most basic labor positions

**Cubicle - \$56\***  
For most entry level positions

**Khaki Club \$99\***  
For most non-managerial positions

**Fast Track \$135\***  
For most middle managers & mid-level professionals

**Corner Office - \$179\***  
For key executives

**Healthcare - \$56\***  
For healthcare professionals & employees

\*excludes any third party charges and surcharges.

**Certified & Licensed Professionals - \$92\***  
CPAs, stockbrokers, agents, attorneys, etc.

### Additional Requests

Add additional searches to any of Corra's above packages or customize your own request from the searches below.

Drug Testing - \$45.00

Employment Verification\*\*\* - \$14.00

Fingerprinting - \$120.00

Education Verification\*\*\* - \$14.00

Social Security Trace - \$9.00

Professional Reference Check - \$14.00

Credit History Report - \$12.00

License & Certification Verification - \$14.00

Driving Records (MVR) \$13.00 + state fee\*

Healthcare Sanction Report - \$10.00

County Level Criminal Records - \$18.00\*\*

Civil Upper & Lower County Search - \$30.00

Federal Criminal Record - \$21.00

Civil Upper County Search - \$15.00

Bankruptcy Records - \$25.00

Liens & Judgments - \$25.00

Statewide Criminal Records - \$22.00

Nationwide Criminal Database - \$29.00

International Criminal Search \$30 - \$200

Nationwide Wants & Warrants - \$15.00

Federal Civil Search - \$21.00

County Wants & Warrants - \$17.00

Registered Sex Offender - \$9.00

Business Partner/Owner Check - \$49.00

Vendor Screening - \$49.00

Eviction Records - \$25.00

\*excludes any 3<sup>rd</sup> Party charges and surcharges.

\*\*3<sup>rd</sup> Party Fees excluded. Phone Number is required.

\*\*exceptions: NH counties (\$21) WY counties (\$37) & NY counties (\$80)

**Please Fax Request to Corra at (310) 774-3970 (confidential)**