

You are required by law to have the individual's signed authorization to run a criminal search. Please use our Application for Employment and/or Release Form available at the website located on the Forms Page at <http://www.tenantauthority.com/forms.php>

Please keep in mind that although a few states do not disclose their criminal information at a national or state level, it is your responsibility to do your own due diligence to protect yourself. You can do this by searching the "best available" information to you, which we have. Occasionally this may necessitate a County Criminal Search.

**Nationwide Criminal Background Check:**

Under this category, our **Nationwide Criminal Background Check**, contains most criminal records for 42 states. See below for specific state exceptions. See the 'View Coverage Area' for other county exclusions.

If your applicant has only resided in the counties indicated for the state in the 'coverage area', this may be the only search you need.

Please check the 'view coverage area' to determine if you need a Statewide or County Criminal Search also.

**Nationwide Criminal Background Check Exclusions:**

The following states do not disclose their criminal records at the national or state level. They require a County Criminal Search for the counties they have resided in. For individuals living in these states, and because of the transient nature of our society, it is recommended that you still run a **National Criminal Background Check**, to seek records in the other 42 states. A person may have committed a crime in another (reporting) state, which would appear in the National Criminal Background Check.

- CO (national has sex and violent offender only)
- DE (national has sex and violent offender only)
- HI (national has sex and violent offender only)
- LA (national has none, statewide has sex and violent offender only)
- NH (national has current inmates and sex and violent offender only)
- VT (national has sex and violent offender only)
- WV (national has sex and violent offender only)
- WY (national has sex and violent offender only)

**Statewide Criminal Background Check:**

Because of the way they report, there are a few states where you will need to run an individual **Statewide Criminal Background Check**. These are listed below. If you have an individual living in one of the states below, again because of the way they report, it may take 24-72 hours to receive results. For these states, you should consider running a 'National Criminal Background Check' also to find any records in 42 other states. The Statewide Criminal Background Check is a separate search.

- AL (national has some records, but not all.)
- ND (national has historical data only, ranging from 1992-2001.)
- NM (national has 2004 + only.)
- SD (national has sex and violent offenders only.)

Please check the 'view coverage area' to determine if you need a County Criminal Search also.

**County Criminal Background Check:**

The following states require these 2 criminal searches:

- Nationwide Criminal Background Check (To check criminal records in 42 states.)
- County Criminal Background Check (For counties not reported by state or national level.)

The following states have their criminal records by '**County Only**', as the counties in these states do not report their criminal records to their respective state.

CA (The Nationwide Criminal Background Check and the Statewide Criminal Background Check have some counties, but not all)

These states require a **County Criminal Background Check** for any county they have resided in. (The Nationwide Criminal Background Check is also recommended to check for records in 42 other states.)

CO  
DE  
HI  
LA  
NH  
VT  
WV  
WY

**All counties are available at the 'county level' for all 50 states.** Some counties incur an additional fee however, most do not. These searches may take 2 days up to 2 weeks to complete when a physical courthouse visit is needed. (Normal turnaround is 2-3 days)

Some counties have an additional county fee. This fee will be applied to your order upon checkout. To check for county fees read here: <http://www.tenantauthority.com/pdf/CountyCriminalFees.pdf>

### **Criminal Search Results:**

The criminal records we return do not contain the Social Security Number. Although we require the Social Security Number in your submission, it is not a part of the search criteria as it is not recorded by all jurisdictions. Please keep this in mind when reviewing your criminal results as other persons may have the same matching search criteria as listed below.

- A match of the first 3 letters of the first name (This provides a generic phonetic search for nicknames etc.)
- A match of the full last name
- A match of the DOB

In order to confirm that the results are for the person you are seeking you should review the personal information included on the criminal results such as the gender, race, hair color, eye color, height or weight as available. Also, the middle name or initial can be an indication of the correct person. However, some records do not have a middle name or initial.

In other words, look at all the information you receive to be certain that there has not been an incorrect match. We have done our very best to make the process as uniform as possible, but because each state, and then each county is a little different in what they record, and how they report, we are forced to work within the above guidelines.

Finally, in the event that criminal records are found through a **Nationwide Criminal Background Check** or a **Statewide Criminal Background Check**, it is recommended that you run an additional **County Criminal Background Check** in the county where criminal records were found. This may help to better identify the person and may produce more detailed results. You would need to provide the state and county you want us to search on when placing your order for a County Criminal Background Check, additional county fees may apply.

Thank you for taking the time to read and understand this information. It allows us to better serve you.

The Staff at TenantAuthority.com