



This article presents general guidelines for Georgia nonprofit organizations as of the date written and should not be construed as legal advice. Always consult an attorney to address your particular situation.

BACKGROUND CHECKS FOR NONPROFITS

Frequently Asked Questions

- 1. What information do you need to get from applicants in order to run a background check?** First, you will need a signed information release and consent form (whatever service you choose will likely provide these for you). To run the actual report, the required information usually includes the person's full name (first, middle and last), date of birth (DOB), former addresses, Driver's License number, and Social Security number (or some combination thereof). You may also choose to obtain the person's fingerprints for the report.
- 2. Fingerprints or Social Security Numbers: Which should you use?** Although many services perform searches to see if SSNs have been reported as stolen, obtaining fingerprints is the best way to make sure a person is who he claims to be. Unlike a SSN, fingerprints cannot be faked or stolen if the fingerprinting process is done in person. However, fingerprints only supply arrest records. For information about a person's conviction for a crime, county records (which are kept by SSN and date of birth) are necessary.
- 3. How many years does a background check by a commercial service cover?** Most agency searches go back seven years, but some may search further.
- 4. How long does it take to get a report?** Report times vary from instant results to a few days depending on the information requested and the service used.
- 5. What information does a search by a commercial agency typically include?** Criminal checks will likely include felony and misdemeanor records, sex-offender records, inmate records, and arrest information for a single state or for multi-states (usually at an increased fee). According to your needs, you can also likely obtain driving records and credit reports, and some agencies even perform drug tests.

For more information, see our [Background Checks Webcast](#) (with accompanying slides) and our article on [Background Screening for Employees and Volunteers](#).

Attached are some sources for background check services, both government and private. Fees are as reported to and understood by us in July 2014.

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GOVERNMENT SOURCES

Georgia Felon Search

www.felonsearch.ga.gov

Cost: \$15 per search

What you get: Georgia felony convictions

What you need: Full name, DOB, sex, and consent of the individual

National Sexual Offender Registry

www.nsopw.gov

Cost: Free

What you get: Photo, sex-related convictions for all 50 states, District of Columbia, Puerto Rico, Guam, Northern Mariana Islands, and Indian Country

What you need: Full name and consent of the individual

Georgia Sexual Offender Registry

<https://gbi.georgia.gov/georgia-sex-offender-registry>

Cost: Free

What you get: Georgia sex-related convictions

What you need: Full name and consent of the individual (In addition, you may enter other search terms, including address and gender.)

Georgia Driving Records

<https://dds.georgia.gov/driving-history-report-mvr>

Cost:

- \$6 for a 3-year record
- \$8 for a 7-year record

What you get: Georgia driving history record (MVR) What you need: Fill out and submit the following form:

https://dds.georgia.gov/sites/dds.georgia.gov/files/related_files/document/dds-18.pdf requires the full name, address, and consent of the individual whose MVR is requested)

Atlanta Police Department

<http://www.atlantapd.org/services/support-services/information-services>

<http://www.atlantapd.org/home/showdocument?id=244>

Cost: \$10

What you get: Arrest and conviction records from the City of Atlanta

What you need: Notarized consent form (signed by the individual) and a copy of the individual's ID

Georgia Crime Information Center – Call between 10am and 2pm

<http://gbi.georgia.gov/obtaining-criminal-history-record-information>

http://gbi.georgia.gov/sites/gbi.georgia.gov/files/related_files/document/GCICFees.pdf

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Cost:

- For an Employee
 - GA Check, via GAPS: \$36.25
 - GA Check & FBI Search, via GAPS: \$52.75
- For a Volunteer
 - GA Check, via GAPS: \$34.25
 - GA Check & FBI Search, via GAPS: \$49.25

What you get:

- Georgia Search: Includes arrest and conviction records in the state of Georgia
- Georgia and FBI Search: Includes a Georgia Check and an FBI criminal records search (including all states)

What you need: Consent and fingerprint of the individual. The Georgia Crime Information Center does not conduct name-based criminal history record checks.

PRIVATE SOURCES

Some companies provide discounts for nonprofit organizations. If available, the prices below include that discount. The prices listed are for basic background checks only. Many companies provide other services, such as drug testing and credit checks, for an additional charge.

IntelliCorp

https://www.intellicorp.net/marketing/ScreeningServices_BackgroundChecks.aspx

Cost:

- \$18.95* for a Single County Criminal Search
- \$18.95* for a Nationwide Sex Offender Registry Search
- \$18.95* for SSN Verification and Address History Search
 - *plus county court fees, if applicable

What you get:

- Single County Criminal Search: Provides criminal records held at the county-seat level, and generally includes felony and/or misdemeanor records.
- Nationwide Sex Offender Registry: Includes sex-offender records provided by all 50 states and the District of Columbia. Offense levels listed will vary by state.
- SSN Verification and Address History Search: Validates the SSN as reported by the Social Security Administration and the three credit bureaus, and includes the current and former addresses as reported by over 8800 consumer reporting agencies, and may include the individual's age and/or date of birth and county of residence.

What you need:

- 1) Open an account with Intellicorp, which will require proof of valid business documentation
- 2) In order to run a search: Full name, DOB, SSN, current address of residence, and consent of the individual

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Vericon

www.vericon.com

Cost:

- \$5 for an Address History Search + SSN Validation
- \$10 + additional fee(s) for a Statewide Criminal Search (fees vary by state; \$10 per state searched)
- \$12 for a National Database Criminal Search

What you get:

- Address History Search + SSN Validation: Search of a national address history database, including past 7-10 years and confirmation that the individual's SSN is valid
- Statewide Criminal Search: Search of state criminal database(s)
- National Database Criminal Search: Search of criminal history through federal district courts

What you need: Signed release form and SSN of the individual

Vereda

www.veredainc.com

Approximate Cost:

- \$6 for a National Criminal Search and a Sex Offender Check
- \$12 for a Georgia State-Wide Criminal Search
- \$32 for a Comprehensive Criminal Search

What you get:

- National Criminal Search: Search of a National Criminal Database containing over 260 million arrest and/or conviction records (recommended to be used in conjunction with a county or state-wide criminal search) and a search of a National Sex Offender Database including all 50 states and the District of Columbia
- Georgia State-Wide Criminal Search: Search of Georgia Criminal Records (all counties)
- Comprehensive Criminal Search: Search includes all addresses in the past 7 years (up to 4 jurisdictions), as listed on the individual's consent form and as identified by the Social Security scan.

What you need: Your organization's business license and signed user agreement, as well as the individual's signed consent form (which must include his SSN)

First Advantage

<https://www.fadv.com/solutions/employment-background-checks.aspx>

Cost:

- \$175 Set-Up Fee (includes an on-site business consultation)
 - \$9 for a County Search
 - \$7.50 for a National Criminal Registry File Search (NCRF Search)
 - \$2.75 for a Social Security Number (SSN) Verification
 - \$6 for a Georgia Sex Offender Registry Search
 - \$7.80 for a Georgia Sex Offender "Plus" Search

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- \$32 Package: Includes County Search, NCRF Search, and SSN Verification
 - In addition, under this package, if alias names are detected, they are also plugged into a County Search and an NCRF Search
- \$44 Package: Includes County Search, NCRF Search, SSN Verification, and a National Sex Offender Registry Search
 - In addition, under this package, if alias names are detected, they are also plugged into a County Search and an NCRF Search
- Note: a Motor Vehicle Check and/or a Credit Check can be added to any of the above options for an additional fee

What you get:

- County Search: Searches for arrest and conviction records
- NCRF Search: Checks for felonies, misdemeanors, & sex offender registry across the U.S.
- Social Security Verification: Confirms SSN and previous addresses
- Georgia Sex Offender Registry Search: Checks whether or not the individual is a registered sex offender in the state of Georgia
- Georgia Sex Offender “Plus” Search: If the individual’s SSN Verification produces an alias name, this Search will run that alias through a Georgia Sex Offender Search, as well.

What you need: Signed release form, SSN, and full name of the individual

Norred and Associates

www.norred.com

Cost:

- \$12 for a Georgia Criminal Search
- \$20 for a Nationwide Criminal Search
- \$5 for a Federal Criminal Search

What you get:

- Georgia Criminal History Search: Search of state criminal records to determine if the individual has had arrests or convictions. Also provides fugitive information and registered sex offender information nationwide.
- Nationwide Criminal Check: Search of all 50 states. Includes upper level misdemeanors and felony convictions, Department of Correction records, Sex Offender Registry information and fugitive information nationwide of offenses that are extraditable. Also includes Georgia criminal record from the Georgia Crime Information Center.
- Federal Criminal Search: Nationwide search of federal court records to determine if the individual has been convicted of a federal crime.

What you need: Signed release form and SSN of the individual

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