Guide to Understanding Background Screening Tools

Search Type	Definition	Scope/Limitations
Social Security Trace	Associates S.S.# with addresses to verify individual and actual # issued by the social security administration	N/A
Statewide criminal search	Search from statewide repository-most crimes are in state the criminal lives. Reporting from all levels of crimes in that state including misdemeanors and pending cases. Checks all counties in the state of choice.	• One state at a time. • Limited to all states that have to report • Not limited to counties the person lived in
National Criminal Search	Multi- jurisdictional –criminal repository-Comprehensive search from various sources	• No law telling states they have to report to this repository. • Re-verification of potential hits (in person)- usually an additional charge • Cost effective/quick results • Strong on felonies/less information on misdemeanors
Federal Criminal Search	Searches federal records and jurisdictions for history of federal (committed on federal land)/interstate crimes.	• Not the same as Nationwide Criminal Search • Only searches 11 federal court districts in the U.S.
Sex offender registry	State/National sex offender registry	• Criminal's responsibility to register if moved out of state crime is committed
County Trace	Used primarily for states not required to report to a statewide repository or where state repository is unavailable (County search is mandatory)	• County specific • Can be limited to counties of residences • Pay individually per county or cost per (x) quantity of counties • County/state specific fees may apply
Motor vehicle records	Dates of any violations, revocations, suspensions	• By state of valid license only
Monitoring service *Criminal/arrest history update	Re-run every month for a year (1% do monthly monitoring)	• Only for national criminal not statewide criminal (due to cost and fees of statewide search)

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