



VERIFICATION ORDER FORM

Print Clearly

P.O. Box 539
 Denver, Colorado 80201-0539
 Telephone Toll Free - 800.884.1328

Pre-Employment Screening is a "for fee" service of MSEC provided through Employers Council Services, a wholly owned subsidiary of MSEC.

Note: To submit order on-line contact zahern@msec.org for a user id & password.

Member Name City of Monte Vista		Member # 5837
Member Mailing Address City/State/Zip	91 W. 1st Ave. Monte Vista, CO 81144	
Attention Courtney Baker	E-mail address cbaker@ci.monte-vista.co.us	
Phone 719-852-2692 x 109	Fax 719-852-6167	Date sent to MSEC xx/xx/xx

Search can be done using current and other name(s) previously used, such as maiden names and aliases used <u>WITHIN THE LAST 7 YEARS.</u>		Date of Birth
Current Full Name:		Social Security Number
Previous Alias Used:		Telephone
Applicant's Current Address		
City/State/Zip		
Job Applied For		
Email Address	Driver's License Number	State Driver's License Issued
Attached with this request: <input type="checkbox"/> Disclosure & Authorization <input type="checkbox"/> Employment Application		

OFFICE USE ONLY:

*Birthdate & SSN needed to confirm identity

A	<input type="checkbox"/> Statewide COUNTY Court Criminal* 7 year search <i>Includes Felony & Misdemeanor Records</i> List state(s) - <i>Not Available in all States-See Price List</i>		G	<input type="checkbox"/> Education Verification* List Institution / City / State Degree / Date
B	<input type="checkbox"/> County Court Criminal* 7 year search Searched on an INDIVIDUAL County Court basis List city & state		H	<input type="checkbox"/> Motor Vehicle* State _____ Lic. # _____
C	<input type="checkbox"/> Statewide FEDERAL Court Criminal* 7 year search List state - <i>NATIONAL Federal Court also available</i>		I	<input type="checkbox"/> Professional References <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
D	<input type="checkbox"/> Employment Verification* Contact Current Employer? _____		J	<input type="checkbox"/> Personal References <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
E	<input type="checkbox"/> Trak Report-Person Search* <input type="checkbox"/> EXPANDED Trak Report*		K	<input type="checkbox"/> Other
F	<input type="checkbox"/> National Sex Offender Registry* <input type="checkbox"/> Global Security Watch List*			

- Please Check Box for Employment Drug and Alcohol Testing Information
- Please Check Box for Pre-Employment Skills Testing & Behavioral Assessment Information