



ORDER FORM

(Revised 3-04)

To: Fidelifacts/Metropolitan New York, Inc.
42 Broadway Suite 1548 Tel: 212-425-1520 or 800-678-0007
New York, NY 10004 Fax: 212 248-5619 or 212 509-3566 Date: _____

Account No: _____ Subject: _____

Date of Birth: ____/____/____ Soc. Sec. No: _____

We certify to Fidelifacts that the information requested will only be used for employment purposes and that written disclosure has been made to the applicant. Enclosed is an application with the signed authorization. Please conduct an investigation of the applicant as indicated below:

- CREDIT (provides full personal credit history)
SS # TRACE (provides list of addresses that may have been used under the SS#)
CRIMINAL CHECK STATEWIDE IN NY: _____ Covers entire state of NY, including 5-boroughs of NYC, plus Nassau and Suffolk Counties on Long Island.
CRIMINAL CHECKS IN OTHER STATES: () CURRENT address () CURRENT & PRIOR address as indicated below:

____ City/State _____ City/State _____ City/State _____ City/State

NATIONAL CONVICTION & SEX OFFENDER DATABASE SEARCH (NEW): _____ \$18.75**
(Available only in addition to normal court record checks)

DRIVER'S LICENSE CHECK State _____ ID# _____ ***

EMPLOYMENT () Check current job () DO NOT check current job

Check () Last two jobs () Last three jobs () ALL jobs on application

- EDUCATION () High School () College () Graduate School
PROFESSIONAL LICENSE VERIFICATION State: _____ Type: _____
STATE PRISON SEARCH State: _____ FEDERAL PRISON SEARCH _____
WANTS & WARRANTS - where available - (special release required)
FEDERAL CRIMINAL RECORD SEARCH (in states listed on application)
NATIONAL NEWSPAPER/WIRESERVICE DATABASE SEARCH
NATIONAL APPELLATE COURT DATABASE SEARCH
BUSINESS REFERENCES: _____

**If there is an exact name/d.o.b match, we may have to check court records to make a positive identification and if so, extra charges will apply.

***Rates for driving record checks vary due to state fees that run from \$4 to \$16 per state.

Requester: _____ Phone No. _____ FAX No. _____