



How to place a Verification Check Order

1. Place a criminal background check order at InstantCriminalChecks.com.
2. Send an email to service@InstantCriminalChecks.com, requesting the Verification Check(s) you would like.
 - Employee Background Check Verification
 - Education Background Check Verification
 - Employment Reference Check Verification
 - Professional License Check Verification
3. Enter the email subject as "Order Number ### - Verification". (Replace ### with the 6 digit order number)
4. Within the email, please provide the following:

<p>Employee Background Check Verification</p> <p>Criteria for Employee Background Check Verification Employer Company Name Employer City Employer State</p> <p>Optional Information Employer Contact Name Employer Phone Number Start Date End Date Job Title Salary Previous Name Applicant Phone Number</p>	<p>Education Background Check Verification</p> <p>Criteria for Education Check Verification School Name School City School State</p> <p>Optional Information School Contact Name School Phone Number Previous Name Date Attended Degree Claimed Major Applicant Phone Number GPA</p>
<p>Employment Reference Check Verification</p> <p>Criteria for Employment Reference Check Verification Reference Name Reference Phone Number Reference State</p> <p>Optional Information Applicant Phone Number</p> <p>Employment Reference Verification Questions How long have you know him/her? What was the applicant's job and the nature of his/her duties? When he/she begins a task, would you say that he/she carries it through to completion? What would you say is his/her greatest strength? What could he/she do to improve their job performance? How did he/she show initiative or leadership in his/her job? Is he/she dependable? How did he/she get along with his/her Associates? In your opinion, has he/she ever shown a propensity for violence or dishonesty in the workforce? In your opinion, if you were responsible for the hiring process, would you consider him/her eligible for rehire?</p>	<p>Professional License Check Verification</p> <p>Criteria for Professional License Verification License Type Issuing State/Jurisdiction License Number</p> <p>Optional Information Issuing Authority Date Issued Expiration Date Status Applicant Phone Number</p>

5. Attached a scanned PDF of the signed Applicant Release Form or fax it to the following 1-877-732-3436.
6. Once the order is completed, we will send you the results as a PDF document via email.

Customers must have a monthly billing account and be approved for Verifications prior to placing an order.

