



ConcernedCRAs.com
 A group of like-minded CRA's
 dedicated to consumer protection

Self-Certification Application Agreement

By submitting this application, you are certifying that your company subscribes to the following standards:

No-Offshore Data:

1. **Domestic Background Screening:** Where a CRA is providing background screening services for consumers in the United States based upon information available in the U.S., a firm displaying this seal certifies it does not send data outside the U. S. or its territories for processing or preparation of a background report or for any other reason. All work is done in the U.S.
2. **International Screening:** Where there is an international background check for verification of employment education or a professional degree, or for a criminal record check, some information may have to go off-shore by necessity since the information being sought is off-shore. However, firms displaying this seal have taken measures to protect personal and confidential data:
 - a. Documentation or information such as passport numbers or unique identification numbers and date of birth are not sent to anyone overseas other than the actual verification provider, e.g. employer or school registrar, whenever possible.
 - b. Where it is necessary to utilize a local firm, the local firm will first be asked to provide local contact information so that the CRA can contact the foreign verifying party directly.
 - c. If due to infrastructure or other issues in a foreign country a foreign research firm must perform the verification, then the CRA or its agent has properly vetted the local firm, and will redact any unnecessary information.
3. Where a CRA utilizes a third party service to perform domestic or international services in connection with providing background reports, firms that adopted this standard have made reasonable inquiries to ensure that any provider is also following this standard.
4. This is a self-certification standard. There is no process of enforcement or accreditation. Employers relying upon the seal should still take appropriate measures to ensure that consumer data is protected in the screening process.

Responsible Criminal Databases:

When using criminal records in databases in the context of employment-related screening, exclusive of the screening of volunteers, tenants, and other non-employment relationships:

1. Criminal records databases compiled by non-government entities will only be used as indicators of possible records. Prior to making any report to an employer about a criminal record from a database, the CRA will verify the information directly with the reporting jurisdiction. This ensures that employers make decisions based on accurate and up-to-date information.
2. Current or prospective employer clients will be provided information about the limited nature of criminal records databases and the importance of researching each applicant's criminal history in the jurisdictions in which the applicant currently or previously has lived or worked.

Self-certified companies placing the ConcernedCRAs logo on their website will link the logo back to the ConcernedCRAs.com website.

Company Name: _____

Contact Name: _____ Position: _____

Address: _____ City, State, Zip: _____

Phone: (____) _____ Fax: (____) _____ eMail: _____

Website: http://www. _____

Date: _____ Signature: _____

After completing this form, please fax to ConcernedCRAs at 1-866-384-5666.