

Burbridge Detective Agency  
Online Fax Form  
Print & Fax This Form To (219)940-3927

**Background Check Request Form:**

Subjects Name: \_\_\_\_\_ DOB or approx Age: \_\_\_\_\_

SSN (if known): \_\_\_\_\_ DL# (if requesting DL Record): \_\_\_\_\_

Subjects Last Known Address or Area: \_\_\_\_\_

Reason For Search: \_\_\_\_\_

**Type Of Search (Check One):**

\*Please check next page for Report Descriptions.

\*It is recommended for those who request background check reports for pre-employment and tenant screenings to have the subject sign a waiver form.

\*Most states now require waiver forms on driver license record requests for pre-employment.

\*We can provide basic waiver forms if needed.

**Basic Background Report (\$29.95) \_\_\_\_\_**

**Advanced Background Report (\$44.95) \_\_\_\_\_ W/Driver License Record (\$74.95) \_\_\_\_\_**

**Professional Background Report (\$119.95) \_\_\_\_\_ W/Driver License Record (\$139.95) \_\_\_\_\_**

**Your Payment Information:**

\* We accept all major type of credit cards & debit/credit cards.

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name On Card (as it appears): \_\_\_\_\_

CC Billing Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

CVV2# (last 3 numbers on back of credit card or 4 numbers for Amex): \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Business Name (If Applicable): \_\_\_\_\_

Requestors Name (If different than credit card holder): \_\_\_\_\_

## **Background Check Descriptions**

### **Basic Background Check:**

We Check:

Date Of Birth, Address History (20-25 years), Address Summary Information (property owners, listed phones at address), List of Associates / Relatives / Neighbors, Professional Licenses, Properties, National Criminal Record Database (Felony Convictions), Sex Offender, and other misc. permits (vary from state to state - ex. voter registration, hunting/fishing, concealed weapon permit).

### **Advanced Background Check:**

We Check:

Date Of Birth, Social Security Number Verification, Alias Names, Address History (20-25 years), Address Information (Present & Past Addresses) w/ Listed Phone Numbers & Property Owners, Adults Residing W/ Subject, Nationwide Criminal Record Search (database), Sex Offender Check, Professional Licenses, Properties, List Of Associates & Relatives, Bankruptcies, Civil Judgments, Tax Liens, Voter Registration, UCC Filings, Corporate Affiliations, Possible Work Affiliations, FAA Pilots & Aircrafts, Merchant Vessels, List Of Neighbors, and more (most states may include registered vehicles and some driver license information).

Add Driver License Record (\$30):

State Records Include:

Current Driver License Status, Expiration Dates, 3 to 5 years Moving Violations (depending on state - some states go up to 10 years), Lifetime of DUIs DWIs Violations, 5-10 years License Suspensions (depending on state - may be lifetime).

### **Professional Background Check:**

We Check:

Everything Included In Advanced Background Check.

Plus:

\*10 Year County Court Criminal Records (Felony & Misdemeanor) \*7+ Year County Court Civil Records (Civil/Family/Divorce) \*Nationwide Wants / Warrants \*Driver License Information \*Vehicle Registrations \*Database Search For Possible Non-Listed & Mobile Phone Listings \*Mortgage Records \*Eviction Records \*Federal Prison Records \*State Incarceration Records.

Important: County Court Records are only checked in the current county or most time spent in county in last 7 years by the subject. Additional Counties are available for an added cost of \$50 per county (\$25 criminal / \$25 civil)

Add Driver License Record (\$20):

State Records Include:

Current Driver License Status, Expiration Dates, 3 to 5 years Moving Violations (depending on state - some states go up to 10 years), Lifetime of DUIs DWIs Violations, 5-10 years License Suspensions (depending on state - may be lifetime).