



P.O. Box 539
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 Telephone 303.839.5177
 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.

VERIFICATION ORDER FORM

Print Clearly

Member Name		Member #
Member Mailing Address City/State/Zip		
Attention	E-mail address	
Phone	Fax	Date sent to MSEC xx/xx/xx
Upon completion of report please check preference <input type="checkbox"/> email <input type="checkbox"/> call <input type="checkbox"/> fax <input type="checkbox"/> mail		

Complete and Fax to 303 861 5738 or Email to lkinter@msec.org

Search can be done using current or other name(s) previously used, such as maiden names, aliases and nicknames. <i>Under what name(s) should the search be done?</i>	Date of Birth <hr/> Social Security Number <hr/> Telephone <hr/>	
Applicants Current Address City/State/Zip		
Job Applied For		
Drivers License Number	Type	State
Attached with this request: <input type="checkbox"/> Disclosure & Authorization <input type="checkbox"/> Application <input type="checkbox"/> Other:		

Please check box for requested screenings

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center;">A</td> <td><input type="checkbox"/> Seven year Statewide Colorado Criminal* <i>Excludes Denver County Misdemeanor</i></td> </tr> <tr> <td style="text-align: center;">B</td> <td><input type="checkbox"/> Seven year Denver County Misdemeanor Only*</td> </tr> <tr> <td style="text-align: center;">C</td> <td> <input type="checkbox"/> Seven year Other State Criminal - search is done on an individual <i>COUNTY</i> basis <i>outside</i> Colorado* <hr/> List city & state </td> </tr> <tr> <td style="text-align: center;">D</td> <td> <input type="checkbox"/> Seven Year Federal Criminal* <hr/> List city & state </td> </tr> <tr> <td style="text-align: center;">E</td> <td><input type="checkbox"/> Employment Verification* Contact Current Employer? _____</td> </tr> <tr> <td style="text-align: center;">F</td> <td><input type="checkbox"/> Trak Report*</td> </tr> <tr> <td style="text-align: center;">G</td> <td><input type="checkbox"/> Education Verification*</td> </tr> </table>	A	<input type="checkbox"/> Seven year Statewide Colorado Criminal* <i>Excludes Denver County Misdemeanor</i>	B	<input type="checkbox"/> Seven year Denver County Misdemeanor Only*	C	<input type="checkbox"/> Seven year Other State Criminal - search is done on an individual <i>COUNTY</i> basis <i>outside</i> Colorado* <hr/> List city & state	D	<input type="checkbox"/> Seven Year Federal Criminal* <hr/> List city & state	E	<input type="checkbox"/> Employment Verification* Contact Current Employer? _____	F	<input type="checkbox"/> Trak Report*	G	<input type="checkbox"/> Education Verification*	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30px; text-align: center;">H</td> <td> <input type="checkbox"/> Motor Vehicle* State _____ Lic. # _____ State _____ Lic. # _____ </td> </tr> <tr> <td style="text-align: center;">I</td> <td><input type="checkbox"/> Employment, In-depth</td> </tr> <tr> <td style="text-align: center;">J</td> <td> <input type="checkbox"/> Personal References <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 </td> </tr> <tr> <td style="text-align: center;">K</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td style="text-align: center;">L</td> <td> <input type="checkbox"/> Attitudes Assessment http://www.msec.org/msecservices/assessment_behavioral.asp </td> </tr> <tr> <td style="text-align: center;">M</td> <td> <input type="checkbox"/> Additional Pre-Employment Testing (skills, personality, cognitive ability, etc.) http://www.msec.org/msecservices/assessment_pes.asp </td> </tr> </table>	H	<input type="checkbox"/> Motor Vehicle* State _____ Lic. # _____ State _____ Lic. # _____	I	<input type="checkbox"/> Employment, In-depth	J	<input type="checkbox"/> Personal References <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	K	<input type="checkbox"/> Other	L	<input type="checkbox"/> Attitudes Assessment http://www.msec.org/msecservices/assessment_behavioral.asp	M	<input type="checkbox"/> Additional Pre-Employment Testing (skills, personality, cognitive ability, etc.) http://www.msec.org/msecservices/assessment_pes.asp
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**Incomplete information may result in a report delay.
 Orders received after three p.m. will be treated as next day business.**

*** Birthdate & SSN needed to confirm identity**