

## Background Check Instruction Sheet

As you know, NAL Group and their clients require that identity checks, criminal backgrounds, and driving history checks be conducted on all Independent Contractors and/or technicians who drive to and/or enter a customer's home or place of business. You and your company are an important part of the work we do, which is why you have received this packet.

### INSTRUCTIONS

1. **Complete the entire application and print clearly.**
2. **Sign and date** the application.
3. **Complete** the Background Check Credit Card Authorization Form.
4. **Return** completed form to: **FSS@nalgroup.com**

Must include the following 2 items, along with completed BGC form:

1. **Photo copy of Driver's License**

If no license, please send an acceptable form of state ID.

2. **Photo copy of Social Security card**

Thank you in advance for your assistance!

### IMPORTANT INFORMATION

- Applications must be submitted by all technicians, drivers, and helpers who drive to/from and/or enter a customer's home.  
This application must be completed by every technician you would use, or think you may use, to provide service and installation. Installs requires that you submit these completed forms within 10 days. New technicians may be added later, but must not be assigned any work until their application has been cleared.
- There is a \$35.00 fee for every background check application that is processed.
- All sections in this application need to be completed accurately and legibly.
- When you have finished completing this application, return by email to: FSS@NALGroup.com
- Critical Note: All information requested in this application will be kept CONFIDENTIAL. We respect your privacy, and do not intend to compromise your trust and goodwill.

**NOTE: Please maintain a copy of all completed applications for your records**

## Background Check Form

All persons driving, helping, or working onsite will need to fill out this Background Check form in its entirety. Please fill in all parts of this form and submit with copy of Driver's License/State ID, and copy of Social Security card by email to: **FSS@nalgroup.com**

### COMPANY INFORMATION

Serial A# \_\_\_\_\_

Company Name \_\_\_\_\_

### CHECK ALL THAT APPLY

Owner

Technician

Receptionist

Helper

Driver

Non-Driver

### APPLICANT INFORMATION (PLEASE PRINT CLEARLY)

Legal Last Name \_\_\_\_\_

Legal First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

**GENDER** MALE  FEMALE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Of Birth (mm/dd/yyyy)

\_\_\_\_-\_\_\_\_-\_\_\_\_  
Social Security Number

Current Physical Address \_\_\_\_\_

Apartment/Unit/Suite # \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Are you legally authorized to work in the United States? Yes No

Driver's License # \_\_\_\_\_

State Where Issued \_\_\_\_\_

CONSUMER DISCLOSURE AND GENERAL AUTHORIZATION – FCRA In connection with your company's application for vendor certification by NAL Group to provide service to NAL Group customers, a Consumer Report, as this term is defined in the federal Fair Credit Reporting Act as amended (FCRA), 15 U.S.C. 1681 et seq., to include conformance with state-specific consumer credit reporting agency requirements, will be obtained by NAL Group from CARCO Group Investigations. CARCO may not give out information about you to Installs without your signature below.

**The Consumer Report will include verification of your identity, a criminal history record check, and a driving history check.** By signing this form, you are authorizing NAL Group to procure a Consumer Report for the intended purpose only and no other.

*I hereby authorize Installs to obtain a Consumer Report on me contingent upon the limitations stated above. This authorization does not include the release of any financial or medical information. This authorization is valid only for the purpose set forth herein.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

I would like a copy of my Consumer Report sent to my current address.

**A photocopy or electronically generated copy of this form may be treated as the original.**