

Ordering a background check on Acranet: HIRING MANAGER/USER GUIDE

Background checks are a mandatory step in our pre-employment process, and are completed for every candidate after he/she is deemed qualified for the role and before an employment offer is extended. Candidates are to complete and provide to the hiring manager the A4 and SSA89 Forms (both pages). All three pages are required to submit the background check order.

1. Please see example of how the documents should be completed by the applicants – SSA is very specific to details on what they will accept on a document.



'Notice of Intent' and 'Authorization' To Obtain an Investigative Consumer Report for Employment or Other Legitimate Permissible Purposes

The undersigned applicant/employee is hereby notified that OKI Golf (Employer) may obtain an investigative consumer report for employment purposes through ACRANet. Such report may include information as to character, general reputation, history of criminal convictions, employment, education, professional license, credit and/or driver's record history. Applicant/employee acknowledges that he/she is herein informed of his/her right to request within a reasonable period of time after receiving this notice, a complete and accurate disclosure of the nature and scope of the investigation requested. Such disclosure will be mailed or otherwise delivered to applicant within five days from the date of the applicant/employee's request for disclosure or such report was first requested by employer, whichever is the later. Applicant/employee further authorizes the above named company to obtain an investigative consumer report through ACRANet for employment purposes at this time or anytime during the applicant/employee's tenure with employer.

Print Full Name: John Doe

Former Name/Maiden Name (list all): _____

Street Address: 1234 ABC ST.

City: Seattle State: WA Zip: 98116

Previous Address: N/A

City: _____ State: _____ Zip: _____

Social Security Number: 111-55-1111

Date of Birth: 08/08/1988
(In order for factual information to be obtained & reported, your date of birth and social security number are requested. This information is used solely for verification purposes in compliance with the Fair Credit Reporting Act.)

Driver's License # (if applicable): JDM6567 State of Issue: WA

Signature: John Doe Date: 08/31/18

Form SSA-89 (02-2018) Page 1 of 2
Discontinue Previous Editions
Social Security Administration OMB No.0960-0760

**Authorization for the Social Security Administration (SSA)
To Release Social Security Number (SSN) Verification**

Printed Name: John Doe Date of Birth: 08/08/1988 Social Security Number: 111-55-1111

I want this information released because I am conducting the following business transaction: _____

EMPLOYMENT SCREENING

Reason (s) for using CBSV: (Please select all that apply)

- Mortgage Service Banking Service
 Background Check License Requirement
 Credit Check Other

with the following company ("the Company"):

Company Name: ACRANet
Company Address: 521 W Maxwell Ave, Spokane, WA 99201

I authorize the Social Security Administration to verify my name and SSN to the Company and/or the Company's Agent, if applicable, for the purpose I identified.

The name and address of the Company's Agent is:
Computer Information Development LLC 713 W. Duarte Rd #106, Arcadia, CA 91007

I am the individual to whom the Social Security number was issued or the parent or legal guardian of a minor, or the legal guardian of a legally incompetent adult. I declare and affirm under the penalty of perjury that the information contained herein is true and correct. I acknowledge that if I make any representation that I know is false to obtain information from Social Security records, I could be found guilty of a misdemeanor and fined up to \$5,000.

This consent is valid only for 90 days from the date signed, unless indicated otherwise by the individual named above. If you wish to change this timeframe, fill in the following:

This consent is valid for 90 days from the date signed. JD (Please initial.)

Signature: John Doe Date Signed: 08/31/18

Relationship (if not the individual to whom the SSN was issued): _____

Contact information of individual signing authorization:

Address: 1234 ABC ST.
City/State/ZIP: Seattle, WA 98116
Phone Number: (425) 444-5555

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**Privacy Act Statement
Collection and Use of Personal Information**

Sections 205(a) and 1106 of the Social Security Act, as amended, allow us to collect this information. Furnishing us this information is voluntary. However, failing to provide all or part of the information may prevent us from releasing information to a designated company or company's agent.

We will use the information to verify your name and Social Security number (SSN). In addition, we may share this information in accordance with the Privacy Act and other Federal laws. For example, where authorized, we may use and disclose this information in computer matching programs, in which our records are compared with other records to establish or verify a person's eligibility for Federal benefit programs and for repayment of incorrect or delinquent debts under these programs.

A list of routine uses is available in our Privacy Act System of Records Notice (SORN) 60-0058, entitled Master Files of SSN Holders and SSN Applications. Additional information and a full listing of all our SORNs are available on our website at www.socialsecurity.gov/foia/blubook.

Paperwork Reduction Act Statement - This information collection meets the requirements of 44 U.S.C. § 3507, as amended by section 2 of the Paperwork Reduction Act of 1995. You do not need to answer these questions unless we display a valid Office of Management and Budget control number. We estimate that it will take about 3 minutes to complete the form. You may send comments on our time estimate above to: SSA, 6401 Security Blvd., Baltimore, MD 21235-6401. **Send to this address only comments relating to our time estimate, not the completed form.**

TEAR OFF

NOTICE TO NUMBER HOLDER

The Company and/or its Agent have entered into an agreement with SSA that, among other things, includes restrictions on the further use and disclosure of SSA's verification of your SSN. To view a copy of the entire model agreement, visit <http://www.ssa.gov/cbsv/docs/SampleUserAgreement.pdf>.

2. Log in to Acranet: <https://acranetemployment.instascree.net/sso/login.taz>

NOTE: IF YOU FORGET YOUR LOGIN, EMAIL RECRUITER AND HE/SHE WILL RESET



Username: [Forgot Username?](#)

Password: [Forgot Password?](#)

Login

3. Hover mouse over Order and select New order:

A screenshot of the Acranet web application dashboard. The top navigation bar is blue and contains the Acranet logo, a search bar with "Last Name" and a magnifying glass icon, and several menu items: "Order" (with a dropdown arrow), "Reports" (with a blue circle containing the number 8 and a dropdown arrow), "Admin" (with a dropdown arrow), and "Utilities" (with a dropdown arrow). Below the navigation bar is a row of six icons representing different dashboard sections: "New Order" (with a document icon and a black arrow pointing to it), "Batch Order" (with a document icon), "Draft Orders" (with a document icon and a "DRAFT" label, and a "0" counter), "Applicant Pending" (with a clock icon, and a "0" counter), "Applicant Ready" (with a play button icon, and a "0" counter), and "XML Ready" (with an "XML" label, and a "0" counter). Below the navigation bar is a light blue section with the text "Welcome to ACRAnet" and a graphic that says "Hello Summer" over a beach scene. To the right of this section is a contact information box for Acranet Inc, including phone, toll free, fax, toll free fax, and email numbers, and the company name and address: "Acranet Inc, 521 W Maxwell Ave, Spokane, WA 99201".

4. Leave everything that has been checked by default. Scroll down and select a requester. This will be the manager (or your name.) Select Next.

Select Searches for Order

Oki Development

Identity Development

SSN VERIFICATION

NAME AND ADDRESS HISTORY

CBSV search

Investigative

County Criminal Records Search

State Criminal Court Search

Federal Criminal Records Search

MULTI-STATE CRIMINAL SEARCH

Verification

Employment Verification

Credentials

Education Verification

MOTOR VEHICLE REPORT

Report Summarization

RUSH

* Requestor (Oki Development)

STUSSER, REBECCA

Cancel

QuickApp™ or Next →

5. Fill in the required information for the candidate. You may also fill in the other sections to provide more information on this candidate. Select next.

Applicant

Oki Development - OKI CUSTOM

Order Entry step 1 of 6

Reference:

Applicant Info

* Last Name: LAST NAME

* First Name: FIRST NAME

Middle Name: MIDDLE NAME

Generation: -

* SSN: ###-##-####

* DOB: mm/dd/yyyy

Phone Number: E-mail Address: Driver License No.: DL State: -

+ Former Name/Alias

Cancel

Next →

6. Type in the current address and the previous address if provided.

Current Address

Domestic International

Current Address

STREET ADDRESS

ZIP CODE CITY -

Previous Address

Domestic International

Previous Address

STREET ADDRESS

ZIP CODE CITY -

+ Previous Address

Save Draft Cancel

Next →

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7. Use the copy machine to scan the SSA89 and authorization forms to your email. You will need to submit it in the next step.

IMPORTANT: MAKE SURE CANDIDATE IS USING THE MOST UPDATED SSA89 FORM AND ARE HAND WRITING THEIR SIGNATURE. AN ELECTRONIC SIGNATURE WILL NOT BE ACCEPTED!

8. Select choose file and upload the SSA89&Authorization forms

Search Summary for OKI Custom PACKAGE		Fees	Charges
OKI Custom PACKAGE			\$28.00
SSN VERIFICATION	SSN VERIFICATION - NAME AND ADDRESS HISTORY	\$0.00	
CBSV search	STUSSER, REBECCA ALAINA	\$0.00	
County Criminal Records Search			
State Criminal Court Search			
MULTI-STATE CRIMINAL SEARCH			

Additional fees may apply at time of fulfillment.
Orders that have begun the fulfillment process are not refundable.

Estimated Subtotal: 28.00
Sales Tax: 0.00
Estimated Total: 28.00

Authorization: None Attached

Select authorization file to attach to Order.

Upload File

Choose File

- or -

Drag File

Drop Zone

Order Entry Notes

Save Draft Cancel

Complete Order & Next → Complete Order →

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9. Click on Complete Order to finish ordering this background check.

10. Background checks usually take 2-3 business days to complete, sometimes longer, depending on the previous address history of the applicant. HR will notify the HR Manager of the background check result once it is returned. No employment offers or new hire paperwork should be completed until HR sends the results email.