



SEARCH CRITERIA DESCRIPTIONS

Confirmation of identity: Usually obtained from two different forms of proof such as passport, birth certificate, marriage certificate, drivers licence, utility bill, bank statement or national ID card.

Confirmation of 1 residential address: Current address verification through Electoral Roll, telephone directory or land registry.

Confirmation of 2 residential addresses: Current and previous address verification history if current address is less than 5 years.

Undeclared links: Any additional addresses/aliases linked with the candidate's name.

Bankruptcy/insolvency: Checked via the Insolvency Office.

County Court Judgements (CCJ): Checked via a number of credit referencing agencies.

Notices of correction: This verifies successful appeals against incorrect judgements.

Credit check: Will produce a consumer report that issues a credit score (Isaac score), all credit related information including demographic information verified via a credit referencing agency.

Directorships: Checked against current or disqualified Directors Register.

Media archive: Searches over 170 local, national and international sources for media footage to specified related articles.

Property ownership: Verifies property ownership via the land registry.

Professional memberships: Confirmation via any recognised Professional Body such as the SIA, FSA, ICAEW, ACCA, SRA, The Law Society or other Chartered or Professional Institutes. Certificates are not accepted as proof.

Professional qualifications: Verifies via the issuing establishment for valid qualifications such as PhD, MPhil, MBA, MSc, BSc, BA, Baccalaureate, HND, HNC, BTEC and other professional certificates and diplomas. Certificates not accepted as proof.

Highest educational establishment: Verifies highest recognised qualification via issuing establishment. Certificates are not accepted as proof.

Top 2 educational establishments: Verifies the two highest educational qualifications via issuing establishments. Certificates are not accepted as proof.

Top 3 educational establishments: Verifies the three highest educational qualifications via issuing establishments. Certificates are not accepted as proof.

All education: Verifies all educational achievements via issuing establishments. Certificates are not accepted as proof.

Most recent employment: Verifies employer is legitimate and confirms job title, reason for leaving, dates of employment and whether current or most recent employer would re-employ (the candidate's consent will be obtained prior to contact with current employer). Written confirmation is obtained.

Employment history 5 years: Verifies employers are legitimate and confirms job title, reason for leaving, dates of employment and candidate's re-employability for all employers within the past five years (the candidate's consent will be obtained prior to contact with current employer). Written confirmation is obtained.

Employment history 10 years: Verifies employers are legitimate and confirms job title, reason for leaving, dates of employment and candidate's re-employability for all employers within the past ten years (the candidate's consent will be obtained prior to contact with current employer). Written confirmation is obtained.

Two professional references: A written character reference requested from two professional contacts within a work or professional related domain.

AML check: Anti-money laundering authentication search in compliance to money laundering guidelines as defined by the JMLSG and conforming with Money Laundering Regulations 1993, 2001 and 2003.

NI Number validation: An online validity search to check against fraudulent National Insurance numbers.

PEP check (politically exposed persons): Searches for politically exposed persons as "natural persons who are or have been entrusted with prominent public functions and whose substantial or complex financial or business transactions may represent an enhanced money laundering risk and close family members or close associates of such persons".

Fraudulent passport verification: An online validity search to check against fraudulent passport data.

Sanction search: Verifies against a consolidated list of targets listed by the United Nations, European Union and United Kingdom under legislation relating to current financial sanctions regimes.

Driving licence status check: Verifies the driver's status via the DVLA database.

Gap referencing: Verifies gaps in employment that exceed a pre-set number of days. Gaps are verified via travel documents, social security documentation, verifiable documentary evidence or a sworn affidavit in adherence to BS7858.