



P.O. Box 539
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Pre-Employment Screening is a "for fee" service of MSEC provided through Employers Council Services, a wholly owned subsidiary of MSEC.

Complete and Fax to 303 861 5738

VERIFICATION ORDER FORM

Print Clearly

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

Note: Orders received after three p.m. will be treated as next day business.

Search can be done using current or other name(s) previously used, such as maiden names, aliases and nicknames. Under what name(s) should the search be done?	Date of Birth
	Social Security Number
	Telephone
Applicants Current Address City/State/Zip	
Job Applied For	
Drivers License Number	Type
	State

Attached with this request: Disclosure & Authorization Application Other:

Please check box for requested screenings

A	<input type="checkbox"/> Seven year 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 county basis* List city & state _____
D	<input type="checkbox"/> Seven Year Federal Criminal* List city & state _____
E	<input type="checkbox"/> Employment Verification Contact Current Employer? _____
F	<input type="checkbox"/> Trak Report

G	<input type="checkbox"/> Education Verification
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

Incomplete information may result in a report delay.

* Birthdate needed to confirm identity