



Aenigma Group

AenigmaGroup.com

Investigations
Consulting
Due Diligence
Background Checks

PRE-EMPLOYMENT BACKGROUND REQUEST FORM

Client Name: _____ **Contact Name:** _____

Subject Name: _____

SSN: _____

DOB: _____

Background Type (check):

- Level I – Basic Standard Check
(criminal court check of current location only)
- Level II – Advanced Standard Check
(criminal court checks of last 7 years of locations)
- Level III – Basic Combined Check
(criminal & civil court checks of current location only)
- Level IV – Advanced Combined Check
(criminal & civil court checks of last 7 years of locations)

Additional Requests:

- Additional County Court Criminal Check: Location: _____
- Additional County Court Civil Check: Location: _____
- Education Verification: School/Degree: _____
School/Degree: _____
- Employment Verification: (Attach list of employers to verify)
- Professional License Verification: Type/State/License/#: _____

Special Requests:

Please Attach the Following:

- Subject's Signed Release/Authorization Form
- Copy of Subject's Application and/or Resume