



USACHECKNOW

BACKGROUND CHECK & SCREENING SOLUTIONS



To setup a new account, click on Get Started or if already a client, enter your information. Please remember user ID and password are case sensitive. If you have any questions, concerns, or comments, please click on the Contact Us tab to the right and one of our staff will contact you. After clicking on Get Started your account will be ready to use within 24 hours.

Username

Password

Login

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[Getting Started](#)



THEAUDIGROUP

SCREENING SOLUTIONS

📄 Admin <

📄 Request

📄 Results <

📄 Daily Status

Applicant Mgmt Center

✉ Generate E-mail/Text

📄 Maintain Packages

📄 Applicant Tracking

📄 Archived Applicants

⚙ Configure AMC

Welcome to Audi Group's Screening site USACHECKNOW. To begin click on Request. If you need assistance call 1-800-259-6959.

[MENU](#)

[ADMIN](#)- The admin feature is an optional setting that you can provide to users that need the ability to set up new web users, run reports, or view invoice information.

[REQUEST](#)- To submit a new background request you will select the Request button. To setup custom packages contact us info@usachecknow.com

[RESULTS](#)- Once the background for your candidate has completed you will receive an email notification. You will be able to view the results in the Results section. Results can also be emailed to user.

[DAILY STATUS](#)- This section allows you to check the status of any pending candidates that you have. The subjects are listed with a tentative ETA (estimated time of arrival). If you have questions about a particular candidate, choose the email icon, and it will open an email for you to contact us.

EXPRESS SEARCHES AVAILABLE SAME DAY/ STATEWIDE & COUNTY SEARCHES 1-5 DAYS/ VERIFICATIONS 1-7 DAYS/ *ADDITIONAL COUNTY COURT FEES MAY APPLY / **COURT FEES / **MVR STATE FEES***

SYSTEM WORKS WITH CHROME OR EDGE.

RESOURCES/LINKS BELOW

COVID-19 Update - Court Closures/Delays are occurring. Education/Employment verifications are now taking 1-2 weeks. Please be safe and we appreciate your patience.

[VIDEO TUTORIAL](#)

[STANDARD APPLICANT RELEASE](#)



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Request Information

Demographics

Contact Information

Prior Addresses

AKA

* Last Name	* First Name	Middle Name	
* Street Address	* City	* State	* Zip
* SSN <small>Format is numbers only (no dashes) Format is 999999999</small>	* Date of Birth <small>Date of Birth must be entered as mm/dd/yyyy</small>	Gender/Race	

Additional Request Information

Requestor Info

Release Forms

Special Ordering

Attachments

REFERENCE CHECKER
Requestor E-mail Address

Reference Check



Reference Check has been Requested

- National Sex Offender
- OFAC Security Watch List
- OIG/Health Care Level 1
- OIG/Health Care Level 3
- Bankruptcy Search
- Credit Check
- Education Verification
- Employment Verification
- Reference Check



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Requestor E-mail Address

Reference Check

Reference Check has been Requested

Please enter Reference Name, Email Address, and Phone Number.

Criteria:

JOHN DOE
INFO@ABC.COM
555-555-1212

Create

Certificate of Obligations

1. I have complied with Section 604(b)(1) of the Fair Credit Reporting Act and that I have

- (a) obtained a clear and conspicuous disclosure that has been made in writing to the consumer before the report is procured or caused to be procured, in a document that
- consists solely of the disclosure, that a consumer report may be obtained for employment purposes
- (b) obtained written authorization from the consumer in writing before the procurement of the report

2. I will comply with section 604(b)(3) "Conditions on use for adverse action" which includes but is not limited to the following provisions:

- (a) Before taking any adverse action based in whole or in part on the report, I will provide to the consumer to whom the report relates-
- (i) a copy of the report; and
- (ii) a copy of the Summary of Rights as prescribed by the CFPB under section 1681g(c)(1) of the FCRA.

(b) If I take adverse action on the employment application based in whole or in part on the consumer report, then I will provide to the



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◆ Certificate of Obligations

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 - (a) obtained a clear and conspicuous disclosure that has been made in writing to the consumer before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes
 - (b) obtained written authorization from the consumer in writing before the procurement of the report
2. I will comply with section 604(b)(3) "Conditions on use for adverse action" which includes but is not limited to the following provisions:
 - (a) Before taking any adverse action based in whole or in part on the report, I will provide to the consumer to whom the report relates-
 - (i) a copy of the report; and
 - (ii) a copy of the Summary of Rights as prescribed by the CFPB under section 1681g(c)(1) of the FCRA.
 - (b) If I take adverse action on the employment application based in whole or in part on the consumer report, then I will provide to the consumer to whom the report relates,
 - (i) that adverse action has been taken based in whole or in part on a consumer report received from a consumer reporting agency;
 - (ii) the name, address and telephone number of the consumer reporting agency that furnished the consumer report (including a toll-free telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis);
 - (iii) that the consumer reporting agency did not make the decision to take the adverse action and is unable to provide to the consumer the specific reasons why the adverse action was taken; and
 - (iv) that the consumer may, upon providing proper identification, request a free copy of a report and may dispute with the consumer reporting agency the accuracy or completeness of any information in a report.
3. The information from the consumer report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.
4. I have received a copy of the Summary of Rights prescribed by the CFPB under section 1681g(c)(1) of the FCRA.
5. I will only use the report for a permissible purpose as specified by the FCRA, 15 U.S. Code § 1681b.

By checking this box, I certify that I am compliant and have met my obligations as defined in the FCRA.

Agree and Submit Order

Cancel Order