



Dear Archdiocese of Denver:

Welcome to ScreeningOne, and thank you for the opportunity to serve your business. We provide one source for all of your background screening needs. Our secure system processes millions of reports annually, and ensures that accurate and reliable information is always available to you each hour of each day. We provide state of the art technology, coupled with unsurpassed customer service at the lowest rates.

Requirements to establish an account with ScreeningOne:

1. Complete, sign and return the Membership Packet;
2. We will verify permissible purpose and compliance with the law.
3. You will be contacted by your account representative with your login credentials.

Please return the Membership Packet by fax to (888) 216-1003.

If you have any questions, please contact client support at (888) 327-6511

Thank you.

Amy Harvey & ScreeningOne.

***Company Information***

Business Name (End-User)				
Street Address		City	State	Zip
SSN or Federal Id Number		Year Business was Established		
Main Contact	Title		Business Phone	
Email Address & Web Site:			Business Fax	

***Invoice***

Billing Contact Name				Email Address
Street Address	City	State	Zip	Phone Number

***Permissible Purpose/Compliance Information***

<p>Please indicate (1) your company's business &amp; (2) your intended use of Consumer Reports and related products and services from</p> <hr/> <hr/>
---



***Bona Fide Business Verification:***

**1. One of the following must be attached:**

- Business License (copy of actual license or print out from government website)
- Articles of Incorporation (with proof of filing) or equivalent
- Tax Exemption Form
- Sales Tax Records
- State and/or Federal Tax Records

**\*\*\*If you are unable to provide one of the above documents please notify your account representative and ScreeningOne can run a business credit report to satisfy compliance. \*\*\***

- Experian Business Credit Report

**2. Please provide a copy of your business card or advertising material from your business.**



## Service Agreement

This service agreement ("Agreement") is entered into as of the date written below between Screening One, Inc. ("Screening One"), and \_\_\_\_\_ ("Client").

Client and ScreeningOne agree to the following terms:

1. Pricing: Set forth on the attached price list., Exhibit A.
2. Client is familiar with the requirements of all applicable federal and state laws, including the Fair Credit Reporting Act ("FCRA") and the Fair and Accurate Credit Transactions ("FACT") Act, including without limitation the provisions set forth herein, and Client agrees to comply with all requirements of these laws in connection with ordering and using Consumer Reports and related products and services ("Consumer Reports"). Client agrees that it is solely responsible for this compliance. Client acknowledges that it has received and read the acknowledgement and access security requirements documents provided by ScreeningOne.
3. Client will order Consumer Reports and related products and services for its exclusive use only, solely for permissible purposes as defined by federal and state law. Client certifies that it will be the end user of all Consumer Reports and agrees that it will hold all information strictly confidential, and will not copy, sell or transfer any such information to any third party. Client agrees to implement appropriate procedures so that only employees with adequate training regarding the requirements of the FCRA, FACT Act and all applicable federal and state laws have access to the Consumer Reports.
4. Client will obtain a signed authorization from each person on whom Consumer Report is ordered (the "Subject"), prior to ordering a Consumer Report on such Subject, and will maintain the authorization on file for audit and inspection. This requires Client to maintain a clear copy of photographic identification of each Subject along with the authorization for three years. During this period, Client will provide ScreeningOne with a copy of such authorization, or the original, as may be requested by ScreeningOne or its authorized representatives. Client agrees that ScreeningOne, upon reasonable notice, may conduct audits to ensure Client's compliance with the FCRA, FACT Act and all applicable federal and state laws, and requirements of this Agreement, and Client agrees to provide reasonable cooperation with ScreeningOne in connection with such audits.
5. Client certifies that it has a permissible purpose for obtaining a Consumer Report as follows:
  - ( ) EMPLOYMENT/ VOLUNTEER SCREENING: Client is an employer and has a need for consumer credit information in connection with the evaluation of individuals for employment or volunteering.
  - ( ) TENANT SCREENING: Client is a property management company and/or property owner and has a need for consumer credit information in connection with the evaluation of individuals as tenants.
  - ( ) OTHER: Please indicate (1) your company's business and (2) your intended use of Consumer Reports and related products and services from ScreeningOne:  
\_\_\_\_\_  
\_\_\_\_\_.
6. Client certifies that it will request Consumer Reports only for the permissible purpose certified above, and will use the reports obtained for no other purpose.
7. Consumer Reports will be requested only by Client's designated representatives. Employees and/or agents of Clients are forbidden to attempt to obtain or obtain reports on themselves, associates, or any other person except in the exercise of their official duties and in compliance with the law.
8. THE LAW PROVIDES THAT ANY PERSON WHO KNOWINGLY AND WILLFULLY OBTAINS INFORMATION ON A CONSUMER FROM A CONSUMER REPORTING AGENCY UNDER FALSE PRETENSES SHALL BE FINED UNDER FEDERAL LAW OR IMPRISONED, OR BOTH.
9. Client's account is delinquent if not paid in full within 30 days from the date of the invoice. Client is responsible for a finance charge of 10 percent per annum (or the highest rate allowable by law) on all delinquent amounts until paid.
10. Client shall pay to ScreeningOne reasonable attorneys' fees and costs incurred by ScreeningOne in collecting a delinquent account, or to otherwise enforce the terms of this agreement, including permissible purpose compliance,



whether or not litigation is instituted. In the event of any litigation or other action involving this Agreement, the prevailing party shall be paid reasonable attorneys' fees and costs.

11. This Agreement contains the entire understanding and agreement between ScreeningOne and the Client and no other representations, covenants, undertakings or other prior or contemporaneous agreements, oral or written, respecting such matters, which are not specifically incorporated herein, shall be deemed in any way to exist or bind ScreeningOne or the Client. ScreeningOne and the Client acknowledge that they have not executed this agreement in reliance on any such promise, representation or warranty. This Agreement shall not be modified by any oral representation made before or after the execution of this agreement. All modifications must be in writing and signed by both ScreeningOne and the Client.

12. Client agrees to use ScreeningOne for twelve (12) months, or to inform Screening One sixty days in advance of cessation of access to its services. Notice to cease services may be done without cause. This Agreement shall automatically renew for additional periods of twelve (12) months each, unless either party gives written notice to the other party at least 60 days in advance. This notice must be received by ScreeningOne via certified mail, fax or e-mail. In the event of an agreed upon trial period, which agreement shall be in writing, the trial period shall begin from the date that the Client runs its first Consumer Report through ScreeningOne.

13. Client shall indemnify and hold harmless ScreeningOne, and each of its affiliated persons and entities, from and against any and all liability, losses, claims, damages, and expenses, including, but not limited to, attorneys' fees and court costs, arising from or in any way connected with any breach or claimed breach of the terms of this Agreement by Client or any third person, including any representation, warranty, covenant, or agreement herein including, without limitation, any improper publication or disclosure or other misuse of a Consumer Report or information by Client or any third person or entity, including in violation of federal or state law.

14. This Agreement and the covenants and conditions contained herein shall apply to, be binding upon and transfer to the benefit of the administrators, executors, legal representatives, assignees, successors, agents and assigns of ScreeningOne and Client. This Agreement shall be governed by and construed in accordance with California law.

15. The pricing set forth in this Agreement (including the attached pricing list) is based on the pricing agreement for Consumer Reports and/or related products and services presently in place between ScreeningOne and the credit repositories (the "Repositories"), and/or their authorized brokers/resellers. Accordingly, notwithstanding any other term in this Agreement, ScreeningOne's provision of Consumer Reports and/or related products and services to Client may be terminated immediately if the Repositories terminate ScreeningOne's ability to provide Consumer Reporting services. In the event that the Repositories increase the price of Consumer Reports and/or related products and services to ScreeningOne, ScreeningOne, at its option, may pass on the price increase to the Client, or terminate the provision of Consumer Reports and/or related products and services to Client.

17. Client must conform to the SUBSCRIBER CERTIFICATION OF COMPLIANCE pursuant to California Civil Code section 1785.14 (a).

Please check the appropriate box:  
Client  (is)  (is not) a retail seller, as defined in Section 1802.3 of the California Civil Code ("Retail Seller") and issues credit to consumers who appear in person on the basis of

18. Client agrees to each of the forgoing terms. By signing below, the following person declares and attests under the laws of the United States that the foregoing, and the information and documents provided with the application, are true and correct.

Name (Printed): \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Access Security Requirements

We must work together to protect the privacy of consumers. The following measures are designed to reduce unauthorized access of Consumer Reports. In accessing our services, you agree to follow these measures.

1. You must protect your account number and password so that only key personnel employed by your company know this sensitive information. Unauthorized persons should never have knowledge of your password. Do not post this information in any manner within your facility. If a person who knows the password leaves your company or no longer needs to have it due to a change in duties, the password should be changed immediately.
2. System access software, whether developed by your company or purchased from a third party vendor, must have your account number and password "hidden" or embedded and be known only by supervisory personnel. Assign each user of your system access software a unique logon password. If such system access software is replaced by different access software and therefore no longer in use or, alternatively, the hardware upon which such system access software resides is no longer being used or is being disposed of, your password should be changed immediately.
3. Do not discuss your account number and password by telephone with any unknown caller.
4. Restrict the ability to obtain credit information to a few key personnel.
5. Place all terminal devices used to obtain credit information in a secure location within your facility. You should secure these devices so that unauthorized persons cannot easily access them.
6. After normal business hours, be sure to turn off and lock all devices or systems used to obtain credit information.
7. Secure hard copies and electronic files of consumer reports within your facility so that unauthorized persons cannot easily access them.
8. Shred or destroy all hard copy consumer reports when no longer needed.
9. Erase and overwrite or scramble electronic files containing consumer information when no longer needed and when applicable regulation(s) permit destruction.
10. Make all employees aware that your company can access credit information only for the permissible purposes listed in the permissible purpose information section of your membership application/service agreement. You or your employees may not access their own reports. Nor should you or your employees access the report of a family member or friend unless it is in connection with a credit transaction or for some other permissible purpose.

Initial \_\_\_\_\_

***EXHIBIT A***



***Special Pricing for Archdiocese of Denver***

SSN Verification	\$2.10
County Criminal	\$11.20
National Criminal Search	\$6.50
Statewide Criminal	\$4.25
Federal Criminal	\$4.00

\*\*Pricing does not include pass through fees such as county fees (i.e. NY - \$52.00), verification fees, motor vehicle state fees, etc...