



Employer Lynx, Inc.®

The Lynx Link

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Double Check Those I-9 Forms Before You Hire

Having just returned from the National Association of Professional Background Screeners, my head is full of many ideas for better services. I also learned about more government requirements, etc.

It is very clear that the hot button in federal government is the immigration issue. It appears that business, labor and law enforcement all want it to swing their way. It is close to impossible to reach a compromise on this very complex issue; however, conference speaker Robert Divine, author of "The Immigration Practices" and former Chief Counsel of U.S. Citizenship and Immigration Services (USCIS) for the Department of

Homeland Security, did feel some type of legislation will come out of this Congressional session. One thing he does feel is clear is that electronic filing will become mandatory.

Now in Nevada, we have Assembly Bill 171 (BDR 32-537) that is headed to the Assembly Committee on Commerce and Labor. This bill would hold responsible any employer who unlawfully hires or employs an illegal alien and could carry a penalty that would revoke the employer's state business license for a period of time. For more information on this bill, go to www.leg.state.nv.us/74th/Bills/AB/AB171.pdf.

We at Employer Lynx have put into place the Form I-9 Program and have partnered with a company that only does this type of verification. For more information about this program, go to our website, www.employerlynx.com, and click on the orange button that reads "Form I-9 Compliance." Also,

please consult the insert about the program included in this newsletter.

Don't Forget to Return Your 'Letter of Intent'

Recently we mailed out an Addendum to the Agreement and a letter explaining that companies using consumer credit reports must send the "letter of Intent" on their business letterhead to our office.

Thanks to all of you who responded so quickly; I do have several who have not returned either piece. To be in full compliance with federal and state laws, we must have these on file. No consumer credit reports will be issued after May 31st unless this is in your file. Please review and send in this Addendum.

If you need another packet, just call the staff at 883-3733 and ask to have a compliance packet sent to you. Again, thanks to all those who responded.



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License 793

Employer Lynx News is published quarterly. Questions for the staff are invited.

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Background investigations and screening
are our only business.

Ask Lori...

Are you currently receiving your orders by fax? Would you like to receive reports by email or from our website instead? If so, all we need is the email address of your authorized contact listed with your company.

Do you want to receive an email notification that an order was received or completed? Please follow these directions to make it happen:

1) You must be an authorized contact with your company to receive reports, and we must have your email address.

2) Your first and last name must be on the order form for each order.

3) Your email "from" address for reports must not be blocked by your spam filter.

The address you will receive your information from is:

employerlynx@BackgroundOrder.com.

You can gain easy access to your reports at anytime if you are a Web user. You can search for your report by last name or Social Security number.



We Have the Answers for Your Questions

1) Do I need to send an order form with each screening request?

Yes. The order form must be completed as directed on the form: company name, name of individual requesting the screening with signature, name of person to be screened. Then follow the submission instructions listed on the order form including marking the screening services you want run on the individual.

If you are submitting multiple names to be screened at the same time and are requesting the exact same screening for each individual, you may list the individual names on one order form, or in the case of a large number of individuals, on your company letterhead signed by the individual requesting the screenings.

2) What is the purpose of including a copy of the individual's Social Security card with the screening request?

If a Social Security trace is being requested, the exact name as listed on the Social Security card is helpful. Sometimes there are AKA's and middle names added or deleted resulting in a "no match." If a Social Security card is not available at the time of the background request, try to make sure the number listed on the Employer Lynx Release Form is readable. For instance, make sure a four doesn't look like a nine or a six doesn't appear to be an eight and vice versa. The same holds for a driver's license number.

3) On a recent report I noted the following statement, "Social Security Administration advises subject to contact their office. No further information provided." What does this mean?

This information is a "No Match." It has been determined that the number provided does not match by name or date of birth. The applicant/employee will need to go to the Social Security office to correct the matter.

4) What if the applicant does not sign where required on the Employer Lynx Release Form?

We cannot proceed with the background investigation. We must have the signature(s) of the person/ persons being screened.

5) My company employment application already has a statement and release that a background may be done prior to or during employment. Do I still need to have a completed and signed Employer Lynx Release Form?

Yes. The Employer Lynx Release Form is required by federal law. This acknowledges that the applicant/employee understands and releases Employer Lynx to conduct a background investigation as requested by the employer.

6) I need additional Employer Lynx Release and Order Forms. Where can I get them?

They are available on our website at www.employerlynx.com. You need a username and password to obtain them from your specific access area. Call our office for password

information if you do not have one. You must be on our contact list to obtain access. This access information is different than the one required to view your reports. You'll also find a Product/Services list and price list in the same area.

7) Most of my screening orders are the same. Will you customize a specific Order Form for my company?

Absolutely! We do it frequently, especially for the trucking industry, DOT requirements and law enforcement agencies, as well as federal and state mandated screening requirements. This not only saves time and confusion but also provides standardized screenings within specific requirements for all employment screenings.

Keep in mind that custom order forms are unique to your business and will not be available online. After the form is approved, you will be provided with a master copy for duplicating as needed.

If you would like to discuss custom Order Forms to fit your particular requirements, please contact Doug Moser at Employer Lynx, 883-3733.

8) I'm having trouble viewing my reports online!

For help viewing reports in progress or completed reports, call Employer Lynx at 883-3733 and ask for Lori. She can help determine the problem and walk you through the process to get you up and running again.

Common problems include

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Questions & Answers



Questions & Answers

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temporary user name and password, assigning your own personal user name and password or use of improper password.

9) I forgot my password!

Call Employer Lynx. We will resend the current user name and password. You then have the option of changing your password if you wish to do so.

10) Who can help with information on Motor Vehicle reports?

If you have questions concerning a Motor Vehicle report call Lori or Brenda at 883-3733 for explanations.

11) I find credit reports confusing in determining what is really being said or what specific categories represent. I need help!

No problem. They can be confusing and hard to interpret at times. Feel free to contact K.J. Smith, 883-3733. She has an extensive background in credit reports and will be happy to help.

12) What is the difference between a Revolving Account and an Installment Account as shown on a credit report?

A Revolving Account means an unsecured line of credit. These are all your credit cards, i.e. Visa, MasterCard, American Express, Diners, Sears, etc.

An Installment Account is an account with a specific payment plan like the purchase of a car, furniture or a bank loan.

Don't confuse either of the

above with a Mortgage Account. A mortgage balance is distinct and separate from a Revolving or Installment Account on a credit report.

13) What is a Letter of Intent?

Per federal and state regulations, credit report providers require this paperwork to be on file with Employer Lynx for each company that currently uses or may use credit reports in the future as part of their hiring process. This is to ensure that your company is in compliance with the Patriot Act and FACTA Act and meets standards set by the Fair Credit Reporting Act. Without this document in our files, we cannot conduct credit checks.

This letter may be kept to a simple one or two sentence statement *on your company letterhead, signed, with title, and dated*. For example: "(Company name), (Nature of business), will use credit reports for employment purposes only and will not obtain individual credit reports for uses that are in violation of any federal or state laws."

14) Explain the Addendum To Agreement For Services!

This addendum is a supplement to the existing Agreement for Services in compliance with the Fair Credit Reporting Act and applicable state law. It is verifying your company will follow specific access and security requirements, whether electronic, verbal or written, as outlined in the addendum. All Employer Lynx members must have a signed copy in our files.

15) Does Employer Lynx conduct commercial driver employment background investigations that conform to the DOT driver pre-hire requirements such as previous employers in the past three years and driver's license status?

Absolutely. We work with many trucking/transportation companies with pre-employment background information, formatted on a report that can be used to help satisfy DOT requirements and potential audit expectations. We also do yearly driver's license checks as required by DOT.

16) It seems state and federal rules and regulations are always in a state of flux, changing background screening requirements and updating procedures. It can be confusing determining exactly what background screenings may be needed and to what extent. Can you help me?

Although we are not attorneys and always urge our clients to consult with their business attorney regarding any legal questions, we will be happy to look at new information or regulations you are facing and make suggestions on how we may be able to help satisfy any requirements you may be up against. It helps if we have a copy of the requirement as provided by the state or federal agency. We will then research how we may be of assistance in helping you comply with the revised or updated regulation.

Final Thoughts



Art Winston Elevated to Chairman of the Board

Art Winston, a founding partner of Employer Lynx, which started business in 1996, has been promoted to Chairman of the Board of Employer Lynx, Inc.

Art serves primarily as an advisor in all areas of consumer investigation reports. He is a licensed private investigator in Nevada and California and a retired law enforcement officer having served in a variety of capacities including detective sergeant, crimes against person's investigations, fraud investigations and employment background investigations. He has extensive experience in criminal investigations, insurance fraud, court testimony and witness and victim interviews.

Art holds a BS Degree in Criminal Justice and, as a graduate of Backster School of Polygraphy, is a lie detection/polygraph expert. Art has been a lecturer of numerous criminal justice courses and has shared his knowledge in many local schools. His professional affiliations include the California Association of Licensed Investigators, California Financial Crimes Investigators Association, California Association of Polygraph Examiners and the Retired Peace Officers Association. Art also owns Silverado Investigations.

Please Note: The Employer Lynx office will be closed for Memorial Day, May 28, 2007.

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