



BAXTER RESEARCH

Premier County Criminal Research

ACCURATE ♦ FAST ♦ AFFORDABLE

RESEARCHER GLOSSARY OF TERMS

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A **Admitted Record:** A record the subject has admitted to having. Admitted record information can prove valuable for the research provider in conducting a search, and ideally customers would include any such information up front with their search requests as matter of course.

Arraignment: The hearing in which a person charged with a crime is *arraigned* in his or her first appearance before a judge. This is the initial appearance of a criminal defendant in which all the preliminaries are taken care of. The arraignment is usually the first court room scene you see in the second half hour of the show “Law and Order”.

Available Records: Records which have not been lost, sealed, destroyed or otherwise rendered unavailable for public viewing.

C **Central Court:** In counties with multiple courts that include smaller, local, lower level, outlying or remote municipal or justice-of-the-peace courts, the Central Court is considered that court in which felonies and most misdemeanors are adjudicated. The Central Court index may not include all cases that can be found in these smaller local courts, as such courts may not report all convictions to the Central Court—or “County Seat” Court as it is sometimes referred to.

CFR: Code of Federal Regulations, is the codification of the general and permanent rules and regulations published by the executive departments and agencies of the Federal Government of the United States.

Charge - A formal accusation made by a governmental authority asserting that somebody has committed a crime.

Charge Level - Level of severity of the charge.

Felony – A crime regarded as more serious than a misdemeanor and can be punishable by imprisonment.

Misdemeanor – A crime less serious than a felony and usually punishable by a fine, jail term of up to one year and / or probation.

Violation – A minor violation less serious than a misdemeanor usually punishable by a fine

Civil: That part of the law that encompasses business, contracts, estates, domestic (family) relations, accidents, negligence and everything related to legal issues, statutes and lawsuits, that is not criminal law.

Code: A collection of written laws gathered together, usually covering specific subject matter. Thus a state may have a civil code, health and safety codes, motor vehicle code, penal code, etc.

Common Search Guideline: A formal, written guideline specifically outlining how a *common search* is to be performed. Such a guideline could be originated by the researcher or the customer. A researcher’s Common Search Guideline is equivalent to a description of their *default search product* for a *common search*, which, when disclosed, provides their *customer* with an expectation of how that researcher will perform their common search requests.

C Common Name: Any name that is found to have a Matching Logic of Partial Name Match Only or Full Name Match Only with at least 5 different subjects listed on any single Predominately Used Index. For example, if the research provider is given a Robert L. Smith to check on an index with no DOBs, and discovers at least five different listings for a Robert Smith with no middle, Robert L. Smith would constitute a Common Name on that index.

Common Search: See Seven-Year Search.

Consumer: A consumer, for our purposes, is the applicant or employee on whom background information is being gathered.

Consumer Report: A consumer report, for our purposes, is a pre-employment or pre-tenancy background report, prepared by a Consumer Reporting Agency on a consumer.

Consumer Reporting Agency: See Retail Screening Company.

CRA: Consumer Reporting Agency: See Retail Screening Company.

Complaint: The first document filed with a clerk in a criminal or *civil* court by a person or entity claiming legal rights against another. The party filing the complaint is usually called the plaintiff and the party against whom the complaint is filed is called the defendant or defendants. In the title of a criminal or civil case the plaintiff is listed first, the defendant second, as in Evelyn Bless vs. Oracle Corporation. In a criminal complaint the plaintiff is usually listed as “people”, as in People vs. Robert M. Edwards.

Count: each separate charge in a criminal action. In a criminal case each count would be a statement of a different alleged crime.

Court:

Any official tribunal (court) presided over by a judge or judges in which legal issues and claims are heard and determined. In the United States each state has local criminal and *Superior Courts*

Credit Time Served (Credit / CTS) – Credit given to a defendant who has spent time in jail prior to sentencing. For example, a person who is awaiting trial may spend that time in jail. The judge will likely offer credit for that time served which will lessen the amount of time the defendant must spend in jail as a result of a sentence for a conviction.

Customer: The direct client of a Research Provider—either a Retail Screening Company or another Research Provider, but not an End-User.

D Default Search Product: The search product the research provider will, by default, routinely perform for any given customer unless specifically negotiated with to do otherwise (see enhanced search product). A provider’s rates would typically be based upon their default search products (see default search product rate).

Default Search Product Rate: The rate a research provider charges for their default search product.

D **Defendant:** 1) The party sued in a civil lawsuit or the party charged with a crime in a criminal prosecution. In some types of cases (such as a divorce) a defendant may be called a *respondent*.

Derogatory Information: A result that could be classified as adverse to the subject under FCRA or other applicable laws.

Disposition - The court's final determination of a lawsuit or criminal charge; the final outcome of a civil case or a criminal charge or case. A disposition of a criminal charge, for example, would typically either be convicted or dismissed. The disposition of a civil *suit* would typically either be a *judgment* or *dismissal*.

Acquittal or Not Guilty verdict – A judgment that a person is not guilty of the charged crime.

Conviction or Guilty –The result of a criminal prosecution in which the defendant has been found guilty of a crime.

Continued without Finding of Guilt – An agreement in which a defendant agrees to fulfill certain conditions which, if conditions are fulfilled, may result in a dismissal of the charge or case.

Dismissal – 1) A judge's ruling that a lawsuit or criminal charge or case is terminated. 2) The act of a plaintiff dismissing a lawsuit upon settling the case. Such a dismissal may be dismissal "with prejudice", meaning it can never be filed again, or dismissal "without prejudice", leaving open possibility of bringing the suit again if the defendant does not follow through on the terms of the settlement.

Diversion – An agreement where a person pleads guilty to a charge in exchange for participation in a diversion program. Cases or charges are typically dismissed after successful completion of diversion programs.

Nolle Prosequi – A formal notice of abandonment by a prosecutor of all or part of a suit or action.

Not Responsible – A dismissal of a minor offense (in Massachusetts).

Pending – A case which has not resulted in a final outcome or judgment / disposition.

Responsible – A conviction of a minor offense (in Massachusetts).

Disposition Date - The date in which a case has been disposed (reached a final judgment).

Docket: A formal summary of the important actions or proceedings in a criminal or civil case.

Due Diligence: Reasonable care or attention to a matter, which is good enough to avoid a claim of negligence, or is a fair attempt.

E Enhanced Search Product: Any search product a research provider is willing or able to provide which surpasses the depth, level or scope of their default search product. An example of an enhanced search product might be an extended search or unlimited search, where that provider's default search product is limited to a seven or ten year search. Another example might be the routine inclusion of copies on any criminal records found, where that provider's default search product does not include such copies. An enhanced search product would not necessarily be provided by default to any given customer—unless that customer specifically requested such and negotiated with their researcher to obtain it. (Compare with default search product.)

End-User: The entity—typically an employer in the case of employment screening, a property owner in the case of tenant screening—that originally requests and ultimately receives the qualified search results in the form of a consumer report.

Et seq.: A Latin abbreviation meaning "and the following." Here it specifically refers to a statutory section or subsection and the sections or subsections that follow it.

ETA: Estimated Time of Arrival: defined here as the time or date by which a search is estimated to be completed and delivered to the customer. An ETA by definition is not a guarantee, but rather an estimate—particularly in view of the fact that public record agencies can impose access barriers or delays beyond the control of a provider.

Extended Search: any search with a search scope that extends beyond 7-10 years.

F Fair Credit Reporting Act: The federal law of the United States that regulates the collection, dissemination and use of consumer credit information. It regulates entities in the business of providing reports on consumers' credit standing, character and reputation (consumer reports). It should be noted that the Act has been expanded to regulate not only credit reports, as the name would suggest, but information derived from public records associated with consumers' criminal records and civil litigation histories as well. In fact it would be more aptly named the Federal Fair Credit and Employment Reporting Act.

FCRA: See Fair Credit Reporting Act

Fees – A court ordered compensation to help cover judicial costs.

Federal Trade Commission: An independent agency of the United States government. One of its principal missions is the promotion of consumer protection.

Felony:

- 1) A crime sufficiently serious to be punishable by death or a term in the state or federal prison, as distinguished from a *misdemeanor* which is only punishable by confinement to county or local jail and/or a fine.
- 2) A crime carrying a minimum term of one year or more in a state prison, since a year or less can be served in county jail. However, a sentence upon conviction for a felony may sometimes be less than one year at the discretion of the judge and within limits set by statute.

File Date - The date a case is filed in court.

F **Fines** – A court ordered monetary penalty.

FTC: See Federal Trade Commission

Full Name Match Only: Only a full match of the subject’s name is established—with no additional matching identifiers also established, such as a DOB, DLN or SSN (see Matching Logic).

Furnishers of Information: Anyone providing information about consumers to a CRA is considered a “furnisher” of information under the FCRA.

G **Guideline(s):** An official recommendation indicating how something should be done or what sort of action should be taken in a particular circumstance.

I **Identifier (ID)** – Information which helps identify an individual. Since names can match, identifiers are used to help determine if subject of inquiry is the same as the subject on record.

- Name
- Date of Birth (DOB)
- Address
- AKA (Also Known As)
- Driver’s License Number (DL)
- Social Security Number (SSN)

Investigation: A systematic, minute and thorough attempt to ascertain the facts about something complex or hidden. It is often formal and official. In an investigation the investigator (who may, depending upon jurisdictional licensure requirements, be licensed as a private investigator) will develop independent leads and conduct independent inquiries as the facts and situation warrant. Most Background Screening/Verification Companies are not conducting investigations but are providing verification services for the purpose of background screening.

J **Judgment:** 1) The final decision by a court in a criminal prosecution or appeal from a lower court’s judgment.

L **Lawsuit:** See *Suit*.

Literal Research: The practice of neglecting similarities in identifiers found when performing research; pursuing full or exact identifier matches only.

Logistics: See Search Logistics.

M **Matching Logic:** The use of identifiers provided with a search request to determine whether a record belongs to a subject. Retail Screening Companies are ultimately responsible for determining the level of Matching Logic that will meet FCRA rules before reporting a result. Strict Matching Logic should be applied, if possible, to Derogatory Information. There are three levels of Matching Logic: Partial Name Match Only, Full Name Match Only and Strict Match.

M **Mention:** To mention a record or possible record means just that: to merely mention or disclose, in writing, the fact of its existence to the customer, as opposed to providing a formal record report on it.

Misdemeanor – A crime less serious than a felony and usually punishable by a fine, jail term of up to one year and / or probation.

Motion: A formal request made to a judge for an order or judgment. Motions are made in court all the time for many purposes: to continue (postpone) a trial to a later date, for temporary child support, for a judgment, for dismissal of the opposing party’s case, for a rehearing, or for dozens of other purposes. Most motions require a written petition, a written brief of legal reasons for granting the motion (often called “points and authorities”), written notice to the attorney for the opposing party and a hearing before the judge. However, during a trial or a hearing, an oral motion may be permitted.

N **National Research Provider:** See Research Providers.

Negative Result: A result indicating a subject is clear of reportable records for the search type and jurisdiction searched. **Non-Readily Available Record:** 1) A record that is not readily available compared to other more readily available records in the same court or public records agency; 2) A record that is not readily available due to court access barriers. It should be noted that records which are readily available individually, or in smaller quantities, can nonetheless be more difficult to access collectively, or in larger quantities, by virtue of court imposed record access barriers—such as file-pull limitations (e.g., the court only allows 5-10 file-pulls per provider per day), viewing time limitations (e.g., the court only allows 1 hour of file-viewing per provider per day), et cetera.

P **Partial Name Match Only:** Only a partial match of the subject’s name is established—with no additional matching identifiers also established, such as a DOB, DLN or SSN (see Matching Logic).

Personally Identifiable Information (PII): “Personally identifiable information”, or “personally identifying information”, is any piece of information along with the consumer’s name which can potentially be used to uniquely identify, contact or locate a single person. PII can also be exploited by criminals to steal the identity of a person, among other crimes.

Pending – A case which has not resulted in a final outcome or judgment / disposition.

Petition:

- 1) A formal written request to a court for an order of the court. It is distinguished from a *complaint* in a lawsuit which asks for damages and/or performance by the opposing party. Petitions include demands for *writs*, modifications of prior orders, reduction of a convicted *charge*, dismissal of a case, reduction of bail in criminal cases, and a host of other matters arising in legal actions.
- 2) A suit for divorce in some states, in which the parties are called *petitioner* and *respondent*.

Petitioner: One who signs and/or files a *petition*. (See *Respondent*)

Plaintiff: The party who initiates a *lawsuit* by filing a complaint with the clerk of the court against the *defendant(s)* demanding damages, performance and/or court determination of rights.

P

Plea - A defendant's response to the alleged charges against them.

Guilty – A plea by the defendant admitting the charge(s) against him / her are true.

Not Guilty – A plea in which the defendant claims not to have committed the crime(s) of which he / she is accused.

Plea Bargain: In criminal procedure, a negotiation between the defendant and his attorney on one side and the prosecutor on the other, in which the defendant agrees to please *guilty* to a crime or crimes, in return for reduction of the severity of the charges, dismissal of some of the charges the prosecutor's willingness to recommend a particular sentence or some other benefit to the defendant.

Pleading: Every legal document filed in a lawsuit, *petition*, *motion* and / or hearing, including *complaint*, *petition*, *answer*, *demurrer*, motion, declaration and memorandum of points and authorities (written argument citing precedent and statutes). Pleadings are required by state or federal statutes and/or court rules to be of a particular form and format: typed, signed, dated, with the name of the court, title and number of the case, name, address and telephone number of the attorney or person acting for himself/herself (in pro per) included.

Positive Result: A result indicating a subject has matching reportable records for the search type and jurisdiction searched.

Possible Record: A potential record requiring further research, due to the fact that it may or may not be a Strict Match with the subject, or may or may not otherwise be reportable.

Predominantly Used Index (PUI): That portion or portions of a county's index at the *Central Court* which is commonly considered adequate to use exclusively in performing a *Common Search*.

Pre-indexed: A search request on a subject who has been pre-indexed has been pre-researched by the requestor, the requestor's customer, et cetera, on either the same index (or some version thereof) that the provider is now being requested to search. While a pre-indexed search does not necessarily equate to prescreening (e.g., see salted search), all prescreened searches have by definition been pre-indexed.

Preliminary Hearing: In criminal law, a hearing to determine if a person charged with a *felony* (a serious crime punishable by a term in the state prison) should be tried for the crime charged, based on whether there is some substantial evidence that he/she committed the crime. A preliminary hearing is held in the lowest local court (municipal court), but only if the prosecutor has filed the charge without asking the *Grand Jury* for an *indictment* for the alleged crime. Such a hearing must be held within a few days after *arraignment*. If the judge finds sufficient evidence to try the defendant, the case is sent to the appropriate court. If there is no such convincing evidence, the judge, will dismiss the charges.

Prescreened Search: Any search on a subject that has been prescreened from a greater group of subjects, with the intent being to eliminate from that original group most or all subjects with Negative Results, so that only subjects with Positive Results need be submitted to the provider. If a subject has been prescreened the customer is fully expected to disclose the fact up front. A prescreened search is not to be confused with a salted search, or with a regular search on a subject who has admitted to having a record. (The customer's inclusion with a regular search request of any additional information

P on the subject, obtained my means other than prescreening and simply meant to aid the provider in performing their search, would not constitute a prescreened search).

Prescreening: See Prescreened Search.

Process Server: the individual engaged to give legal notice to a person (defendant etc.) of a legal proceeding involving them, so as to enable that person to respond to the proceeding before the court. Usually the notice is furnished by delivering a set of court documents to the person to be served.

Prosecute: in criminal law, to charge a person with a crime and thereafter pursue the case through trial on behalf of the government. This is normally the function of the District Attorney.

Pursue: To pursue a possible record means just that: to pursue or further research it in order to discover more about it.

R **Readily Available Records:** Available Records which are as available as the most readily available records within that particular court, and which can be obtained without having to incur additional court fees.

Regional Research Provider: See Research Providers.

Regular Search: A search on a subject that has not been pre-indexed for any reason. A regular search is not to be confused with a prescreened or salted search.

Regularly Incurred Mandatory Court Fee(s): Any mandatory court fee regularly incurred by the research provider on behalf of their customer—e.g., a mandatory court clerk search fee regularly imposed by a court which does not allow direct public access to its index.

Release: Liberation, discharge, or setting free from restraint or confinement.

Reportability: See Reportable.

Reportable: 1) Refers to which results can be legally reported to an End-User—the standard being whether the information complies with applicable law, such as the FCRA and state consumer reporting laws; 2) From a Research Provider’s perspective, unusable records are typically considered or referred to as “unreportable” in the context of a criminal search (unless specifically negotiated for by their customer).

Research Direct Software (RD): Baxter Research software used to keep track of our research records.

Research Direct Software (RD) Codes:

U Code (unlimited)

Felony / misdemeanor convictions regardless of age

VERY IMPORTANT: Non-convictions (dismissed, nolle prosequi, continued without finding, etc.) within past 7 years only

R

15 Code

Felony / misdemeanor convictions filed within 15 years

VERY IMPORTANT: Non-convictions (dismissed, nolle prosequi, continued without finding, etc.) within past 7 years only

10 Code

All felony / misdemeanor convictions filed within past 10 years

If a felony conviction is filed 10 – 15 years ago, only report if disposition date or jail time is within past 8 years

VERY IMPORTANT: Non-convictions (dismissed, nolle prosequi, continued without finding, etc.) within past 7 years only

D - DUPLICATE SEARCH

We previously reported cases on the subject. This is used as a “heads up” that the subject has possible records.

P - POSSIBLE RECORD

This is an indication that the subject you are searching has possible records.

H - KNOWN RECORD

Client wants us to find a specific case and report the information to them.

C - COPIES

Client wishes for us to obtain copies a case or cases.

Research Provider: Research Providers for the Background Screening Industry are classified as follows: **In-court**, **Regional**, **National** and **International**. An **In-Court Provider** performs research directly, whether the region they directly cover is comprised of one county or five. A Mom & Pop would be considered an In-Court Research Provider so long as they perform research directly. A **Regional Provider** utilizes one or more In-Court Providers to cover any size region short of an entire nation. By contrast, a Mom & Pop who hire one or more In-Court Providers to cover any portion of their region would re-classify as a Regional Provider. A **National Provider** utilizes In-Court and/or Regional Providers to cover an entire nation. An **International Provider** utilizes any of the above to provide coverage internationally. A Research Provider is not considered a Consumer Reporting Agency.

Respondent: The party who is required to *answer* a petition for a court order requiring the respondent to take some action, halt an activity or obey a court’s direction. In such matters the moving party (the one filing the petition) is usually called the “*Petitioner*”. Thus, respondent is equivalent to a defendant in a lawsuit, but the potential result is a court order not money damages. Similarly, the petitioner is equivalent to a plaintiff in a lawsuit.

Result: Either the outcome of an index check on a subject (Index Result); the record information obtained on a subject (Case or Record Result); or both.

Retail Screening Company: A company that conducts background checks using public records and other information to furnish a consumer report for an End-User (i.e. employer or property owner), in which capacity it must comply with the Federal Fair Credit Reporting Act (FCRA), under which a Retail Screening Company is considered a Consumer Reporting Agency (CRA). It is the ultimate responsibility

R of the screening company to ensure any information they provide to an End-User is in compliance with the FCRA and any other applicable consumer reporting laws (see Criminal Research Provider Guideline #20).

Taken from The Safe Hiring Manual by Lester S. Rosen, published by BRB Publications, Inc.

Record Retrieval Request: A request to retrieve case information, copies, et cetera on a record that is known to exist by the customer. In that a provider's default search product rate is typically based on a regular search, it should be fully appreciated that the provider has a right to surcharge for a record retrieval request. A prescreened search that has been submitted in the guise of a regular search is nonetheless a record retrieval request in fact, and the provider has the right to surcharge their customer accordingly for it.

S **Salted Search:** A search on a subject that has been otherwise pre-indexed and found to have a legally reportable record, and as a quality assurance measure is now being requested of the unwitting provider in order to test their ability to discover and accurately report the known record. A salted search is not to be confused with a prescreened search or a regular search.

Screening vs. Investigation: "The difference between screening and investigation is analogous to the difference between giving cholesterol tests to a large number of consumers for a medical risk factor for heart disease, versus doing an exploratory surgical procedure one patient at a time. Obviously an exploratory procedure is much more reliable, but it is also intrusive, time consuming and expensive. Of course, when giving merely a cholesterol test instead of performing exploratory surgery, it is possible that someone with a serious condition might slip through the cracks and have a more serious condition than indicted. However, the cost must be weighed against the benefit of faster, less expensive and less intrusive procedures that have an excellent detection rate on a greater number of people."* Research for the purpose of screening conventionally entails a seven to ten year search scope.

§ (Section): A typographical character (called a Section Sign) used mainly to refer to a particular section of a document, such as a legal code.

§1681s-2: This designation references the section of the FCRA entitled "Responsibilities of furnishers of information to consumer reporting agencies".

Search Logistics: The details about the manner in which a search was performed—e.g., the date the search was completed; the jurisdiction it was performed in; the type of search performed; the Search Scope; the key identifiers with which the search was conducted; et cetera.

Search Scope: 1) Of a search request: the period of time to be covered by that search, from starting date to through date; 2) Of a search result: the period of time that was covered by that search, from starting date to through date.

Sentence - Punishment given to a person who pleads guilty / nolo contendere and / or is convicted of a crime.

Probation – A chance to remain free (or serve only a short time) given by a judge to a person convicted of a crime instead of being sent to jail or prison, provided the person can be good. Probation is only given under specific court-ordered terms, such

S

as performing public service work, staying away from liquor, paying a fine, maintaining good behavior, getting therapy and reporting regularly to a probation officer. Violation of probation terms will usually result in the person being sent to jail for the normal term. Repeat criminals are supposedly normally not eligible for probation. Probation is not the same as *parole*, which is freedom under certain restrictions given to convicts at the end of their imprisonment.

Jail – Confinement in a county facility for persons convicted of a crime – usually does not exceed one year.

Prison – Confinement in a state facility for persons convicted of a serious crime – usually exceeds one year.

Credit Time Served (Credit / CTS) – Credit given to a defendant who has spent time in jail prior to sentencing. For example, a person who is awaiting trial may spend that time in jail. The judge will likely offer credit for that time served which will lessen the amount of time the defendant must spend in jail as a result of a sentence for a conviction.

Fines – A court ordered monetary penalty.

Fees – A court ordered compensation to help cover judicial costs.

Restitution – A court ordered compensation to a victim of a crime.

Program – Court ordered programs to help rehabilitate a person. Examples are batterer's program, DUI first offender program, drug rehabilitation program, etc.

Seven-Year Search: Historically the Seven-Year Search is the most common and predominately requested search product in the Background Screening Industry. However it is not the only 30 product. The Ten-Year Search is probably the second most commonly requested search product. There can be varying search scopes beyond a Ten-Year Search, extending up to an unlimited search. Research providers typically base their default search rates upon a Seven- to Ten-Year Search product, and commonly charge a per-year surcharge to search beyond that.

Starting Date: 1) Of an index: indicates how far into the past that index extends; 2) Of a search scope: indicates how far into the past that subject was searched. (Compare with through date.)

Strict Match: At least two, and whenever possible three, matching subject identifiers are established. For example, a Name Match plus a DOB match would constitute a Strict Match (see Matching Logic).

Subject: The applicant or employee on whom background information is being gathered.

Surcharges: A research provider's rates are typically based on their default search products. Surcharges may apply to additional services that extend beyond the depth, level or scope of their default search products (see enhanced search products)—such as an extended search; unlimited search; copies; rush requests; record retrieval requests; prescreened requests; pursuing possible

S records on common names; pursuing non-readily available records; rechecks not pursuant to a consumer dispute; et cetera.

Suit: A generic term for any filing of a complaint (or petition) asking for legal redress (compensation for a loss or wrong a party has experienced) by judicial action, often called a “lawsuit”. A suit asking for a court order for action rather than a money judgment is often commonly called a “petition”.

T **Through Date:** 1) Of an index: indicates how near to the present that index extends, or the currency of that index; 2) Of a search scope: indicates how near to the present a subject was searched. (Compare with starting date.) The Through Date shall be sufficiently close to the provider’s report date so that the information is “complete and up to date” under the FCRA and applicable state law.

Title 15 U.S.C.: The U.S.C., or United States Code, is a compilation and codification of the general and permanent federal law of the United States. The code is made up of 50 distinct sections or “Titles”. Title 15 pertains to Commerce and Trade, under which the FCRA is to be found at §1681 et seq.

Title 16 CFR: The CFR, or Code of Federal Regulations, is the codification of the general and permanent rules and regulations published by the executive departments and agencies of the Federal Government of the United States. The code is made up of 50 distinct sections or “Titles”. Title 16 pertains to Commercial Practices.

Traffic Court Cases: Traffic court cases are just that—cases that are filed in a traffic court as opposed to a criminal court. Although sometimes traffic court cases are included on a criminal index, they are traffic court cases all the same, and are generally considered unusable records in the context of a criminal search. A traffic court case however is not to be confused with a traffic- related criminal record.

U **Unlimited Search:** a search with a search scope that minimally constitutes the subject’s DOB plus 18 years.

Un-reportable: not reportable. See Reportable.

Unusable Records: Unusable records in the Background Screening Industry conventionally include: infraction cases; traffic court cases that happen to appear on a criminal index; and dismissed cases to some extent—although the latter should not be taken for granted as some customers may require dismissed records either be reported on or at least mentioned.

V **Verification:** A step during the due diligence process in which a specialist will attempt to confirm the validity of claims made by an applicant concerning their criminal history, education, licensure or experience using information provided to the CRA by the consumer. Most Background Screening/Verification Companies are not conducting investigations but are providing verification services for the purpose of background screening.

Violation / Offense Date - The date a crime is committed.

W **Warrant** - A judicial order authorizing law enforcement to search, seize or arrest an individual.