

## Background Investigation Template

**How to use this document:** Open this file in your Internet browser so all of the links will bring you to the information sources specified. Open a word processor document in another window. Move back and forth between the two windows by holding down the ALT key and momentarily pressing the tab key. Copy results of Internet searches from web and paste into document. Save raw information in a document using the subject's name as the file name.

Some of these searches may require the subject's signed release to obtain certain information. This varies depending upon the type information sought. It also varies from state to state. In some states you may be required to be a licensed private investigator if you are attempting to determine the character of an individual.

Some of these information resources may be used in every background investigation. Others may be used rarely. They were selected for relevance and national scope. Author cannot vouch for accuracy or reliability of web site databases. This template was compiled August 7, 2006.

### 1. Check name (standard)

#### 1.1. Perform [Google](#) quote mark/phrase search of subject's name in various forms

1.1.1. Examples: "David Vine" "Vine, David" "David A. Vine" etc.

1.1.2. If necessary due to excessive search hits refine by adding relevant key words

1.1.2.1. Example: "David Vine" Aiken

#### 1.2. Perform various free "peoplefinder" searches to confirm and/or expand upon information already in hand

1.2.1. [MelissaDATA.com](#)

1.2.2. [USA People Search](#)

1.2.3. [ZabaSearch.com](#)

#### 1.3. Perform listed telephone record

1.3.1. [Argali](#) (requires free software download and installation)

1.3.2. Web-based site [The Ultimates](#).

1.3.3. If listing is not confirmed in previous step, perform reverse telephone number lookups to determine if number may be listed in someone else's name.

1.3.3.1. [Argali](#)

1.3.3.2. [Reverse Phone Directory](#)

1.3.3.3. [The Ultimates](#)

#### 1.4. Social Security Number

- 1.4.1. SSN state of issuance
- 1.4.2. [Social Security Death Index](#) for fraudulent use of a deceased person's SSN.
- 1.5. Search for potential sex offender status
  - 1.5.1. [National Sex Offender Public Registry](#)
  - 1.5.2. [CriminalCheck.com](#)
- 1.6. Confirm [DOB](#)
- 1.7. Search [ZoomInfo.com](#) for possible hits on employers, civic activities, etc.
2. Check name (advanced)
  - 2.1. A potential employee's SSN can be confirmed via the [SSA](#)
    - 2.1.1. SSA is planning to offer [Consent Based SSN Verification](#) for a fee.
  - 2.2. Employers and their agents may sign-up for free [Systematic Alien Verification for Entitlements](#) database to verify the work authorization of their newly hired employees.
  - 2.3. A potential employee's driver record can be checked via the [National Driver Registry](#) in certain instances.
    - 2.3.1. Some [state motor vehicle departments](#) offer fee-based driver record checks in various circumstances.
  - 2.4. Criminal History
    - 2.4.1. [State Contacts for Background Checks](#)
    - 2.4.2. Some municipal, county and state civil and criminal courts provide case lookup by name. Availability and extent of data that can be searched varies widely.
    - 2.4.3. See this comprehensive [list of links](#) to various courts to determine search capabilities of courts in relevant jurisdiction.
    - 2.4.4. If subject is an American Indian [tribal courts](#) might be contacted.
  - 2.5. Search [Public Access to Court Electronic Records](#) for federal civil, criminal, bankruptcy and appellate cases
    - 2.5.1. Note: This is a national system. Use charges are very low. Common names will result in many hits. Search can be refined by date and geography.
  - 2.6. Search by subject's name in local newspaper(s) archives if available.
    - 2.6.1. [NewsLibrary.Com](#)
    - 2.6.2. [Newslink](#)
    - 2.6.3. [Newspapers.Com](#)
    - 2.6.4. [U.S. News Archives on the Web](#)
      - 2.6.4.1. Archive searches usually can be performed free of charge to determine if there is a relevant article. If an article is found, most newspapers charge from \$2 to \$4 to provide the entire article.
    - 2.6.5. A [local library's](#) online newspaper archive databases are free to library card-holders. Many libraries provide database access via Internet to archives of local newspapers.

- 2.7. Obtain [vital record\(s\)](#) (birth, marriage, divorce, death) if appropriate.
- 2.8. Confirm [military service](#).
- 2.9. Search the federal [Excluded Parties List System](#)
- 2.10. Determine if subject has been incarcerated in a [federal prison](#) at any time since 1982.
3. Confirm valid street addresses
  - 3.1. Use USPS [Zip code](#) lookup to determine valid street number range and county
  - 3.2. Determine neighbors for interview purposes if appropriate. Use [Argali](#) reverse address search and then search neighbors on the street.
  - 3.3. Check property ownership via county assessor, tax collector, etc.
    - 3.3.1. [Netronline.Com](#) - Select appropriate state and then select county to determine if data is available online.
    - 3.3.2. [Tax Assessor Database](#)
  - 3.4. If subject lives/lived in a public housing relevant [housing authorities](#) might be checked.
  - 3.5. [County Recorders](#) may administer various document repositories including property records.