

HR SCREENING SERVICES CRIMINAL RECORD REPORTING POLICIES

Please be advised that HR Screening Services does NOT report the following:

1. Dispositions of Not Guilty or charges that remain pending for over a year.
2. Original Charges when Pled Guilty to a Lesser Charge – If a guilty plea is entered on a lesser charge, HR Screening Services will only report the charge that resulted in a conviction, not the original charge that was reduced.
3. Records that do not have two matching identifiers.
4. Juvenile records, even if the person was tried as an adult.
5. Traffic Violations, except misdemeanor or felonies.
6. Summary offenses
7. Civil records beyond seven years, regardless of the disposition.
8. Civil records regarding divorce or child custody.

Please be advised that HR Screening Services DOES report the following:

1. Indictments
2. Migrated Disposition
3. Dispositions of Dismissed, Nolle Prossed, Nolle Prosequi, or Withdrawn within seven years.
4. Adjudication withheld or deferred – In some cases, if conditions of parole/probation, treatment programs, fines, community service, etc. are completed, the offender will not be officially charged with the crime and charges will officially be dismissed. If the record does not indicate that the charges have been dismissed, HR Screening will report the charges.

HR Screening Services reports records within seven (7) years of the Offense Date, unless prohibited by state law.

If additional names (aliases) are found on a court record, HR Screening Services does NOT search the additional names found, unless instructed by the client to add them.

In order to provide the most correct results, HR Screening Services requires the applicant's first, middle, and last name. If the applicant has no middle name, please indicate such when placing your order.