Q and A
About the TIP/Peopletrail Background Check

1. What is and what is NOT included in the background check for Certification by Transparency In Politics?

What IS included:

- Current Address
- Counties of Residence for several decades
- Criminal records check
  Typically, Peopletrail will find felonies, misdemeanors, citations, and other types of cases found in the county, state or federal courts. If it is a public record in the court system, Peopletrail will typically find it. Remember that there are thousands of different courts in the United States and Peopletrail tries to create the most effective way to sift through mountains of data to find these records.
- Previous two employers
- Two highest levels of education
- Military service check (applies to everyone and includes years of service and type of discharge)
- Professional license verification (if applicable). Complaints filed against a licensee may be included if the verifying agency reports these.

What is NOT included:

- Credit check
- Credit score
- Interviews with employers, co-workers, neighbors, etc.
- Social media review

2. What counties does the check cover?

- Current county of residence

- For Nevada residents, Clark County, regardless of current residency
- All counties where the candidate has resided during the past 7 years.

3. How far back does the criminal check go?

Generally, the background check will not go back more than 10 years, unless there was a very serious charge or conviction more than 10 years ago. Courts often purge information after 7 years; however, most courts retain and still have the full history of records in their systems, depending on their own criteria as to how far back the records are kept.

4. Does it include pending cases?

It will show pending cases and will report them.

5. Does it include cases that were dismissed?

Yes, in many courts, Peopletrail will find cases that were dismissed.

6. What will the military verification include?

Dates of services and the type of discharge from service.

7. Will all aliases be included?

The National Database process will include all alias names. We will NOT include those names on the final report.

8. What if there are errors in the report?

The candidate will have the opportunity to resolve this with Peopletrail. If it cannot be resolved, the candidate has two options:

a.   Choose not to share the report with outside parties. Transparency In Politics, LLC (TIP) is NOT permitted to disclose the names of candidates who order

the reports until the report is shared with an outside party. TIP is committed to this and bound by the contract with Peopletrail; this provision is also contained in the contract between TIP and the candidate.

b.   Add a note in the comments field about the item on the report that will be included in the report.

9. Is Transparency In Politics responsible for errors in the candidate's report?

NO. It is up to the candidate to work with Peopletrail to ensure the accuracy of the information in the report. The candidate must authorize the release of the report to a third party- it is the candidate's responsibility to find any errors and bring them to the attention of Peopletrail. TIP is simply a platform to host the background check. TIP makes no edits or comments. TIP is NONPARTISAN.

10. Are there any additional charges that might be imposed due to court access fees, or additional verifications?

Court access fees: Yes, that is possible. The TIP fee includes one professional license verification. Courts may also impose fees to access records. This is impossible to predict prior to the background check being implemented.

Most counties do NOT charge a court access fee. If there is a fee, it is usually under $25. However, if the candidate lived in New York state during the past 7 years, expect to be charged an additional $99. Neither TIP nor Peopletrail has any control over such fees, and they are passed through to the candidate.

Professional License Verification: The fee for additional license verification is $9 for each verification after the initial verification.

If additional fees are imposed by reporting agencies, TIP/Peopletrail will notify the candidate right away. All fees must be paid before the report is authenticated and shared with a third party.

11. Will Transparency In Politics (TIP) have access to the candidate's personal information and/or the background check report?

Transparency In Politics will **never** have access to the candidate's personal information, such as birthdate, social security number, or driver's license number, and will not see the application the candidate submits to Peopletrail. TIP will only see what the candidate shares with an outside party. The only information TIP will know about the candidate is the fact of ordering the background check and information about payment through our secure system. By our contract with Peopletrail, TIP is not permitted to disclose that information to anyone.

12. How can I order an authenticated copy of my background check report to be sent to an outside party (OPTIONAL)?

After you receive your background check report, you will receive an email regarding ordering an authenticated copy. You then need to resolve any issues with Peopletrail. If you want to share your report, complete the form and make your payment. For each email address it is sent to, an administrative fee will be charged. TIP can only accept payments from candidates, although a candidate may be reimbursed by anyone. After your payment is confirmed, TIP will send an authenticated report to the party you specify. This authenticated copy is to be shared ONLY with the specified party. We depend on your integrity to abide by this agreement. If you would like the report to be shared with any additional parties, please use the order form you used for the first order.

13. For how long is the Peopletrail report considered valid?
For purposes of authentication by TIP, the report is valid for ONE year.

MORE QUESTIONS? Call Jody at TIP, 775-560-0024 OR for specific questions about the report itself, call Peopletrail, 801-307-4100.