



BACKGROUND CHECK REQUIREMENT

Bancserv's policy is that all Independent Contractor Notaries are to be background checked as a pre-requisite to being added to our panel of approved providers. This policy supports Lender/Client contracts which require that a clear background check is obtained for all Independent Contractors with access to consumer information.

A background check is required for each individual who performs services for Bancserv and each individual is responsible for the cost of their own background check. An acceptable background check must 1) contain specifically identified search criteria; and 2) Bancserv must either receive the background check directly from the provider or be able to verify the validity of the information independently.

To meet these conditions, the options for providing a background check acceptable to Bancserv are listed below.

- 1) **NATIONAL NOTARY ASSOCIATION – NNA** (Contact info: www.nationalnotary.org or 800-876-6827)
 - Submit copy of NSA Certified and Background-Screened Certificate (issued within 1 year); OR
 - Print screen of Signing Agent Details from the NNA website; OR
 - Copy of full NNA Background Check report (dated within 1 year)
 - Background screening and certification exam must both be completed; and
 - 'Opt in' feature must be selected in NNA profile for profile to be displayed for authentication
- 2) **STERLING INFO SYSTEMS**
 - Obtain background check using Bancserv's custom link below:
<https://workforce.sterlingdirect.com/InvitationCodePage?InvitationCode=E5A116BA909342-97D751E5>
 - Click 'Create an account' and follow on-screen instructions
 - Notary and Bancserv are notified when report is complete. DO NOT submit copy to Bancserv.
 - Copy of Sterling background check obtained within 1 year for any FNF/FNTG Division may be submitted.
- 3) **USA SPECIAL SERVICES**
 - Submit copy of USA background check obtained for ServiceLink (dated within 1 year)
- 4) **ATTORNEY BAR CARD**
 - In lieu of a background check, attorneys may provide a copy of their Bar Card (dated within 1 year)
 - If Bar Card is older than 1 year, please also include a current Certificate of Good Standing

We have confirmed the vendors indicated provide a compliant background check product that we can verify independently. Other vendor reports may be accepted on an exception basis. Bancserv does not receive a referral fee or any other financial benefit from any background check provider.

Please note that the search criteria required in all background checks is as follows (10 year search):

- Social Security Number Trace Search
- County Criminal Court Search
- Statewide Criminal Search
- Federal District Criminal Search
- National Sex Offender Database Search
- Enhanced National Criminal Database Search
- OFAC/Patriot Act Search (Office of Foreign Asset Control)
- Federal Excluded Parties List System (EPLS/LDP)

Failure to submit a clear criminal background check as outlined above may result in not being added to Bancserv's approved notary panel.

Signature: _____

Date: _____

Print Name: _____