



# BACKGROUND CHECK INTAKE FORM

Please provide the following information, then email this form, and all related documents, to Amber Allerton: [AmberA@tpohr.com](mailto:AmberA@tpohr.com)  
Questions? Call Amber at (831) 647-7292 or Brian at (831) 915-8296

**VERIFY THEY ARE USING MOST CURRENT RELEASE FORMS**

## Member / Client Info:

Company: \_\_\_\_\_ TPO Member \_\_\_\_ Non-Member \_\_\_\_  
Report to: \_\_\_\_\_ Email: \_\_\_\_\_  
Title \_\_\_\_\_ Phone: \_\_\_\_\_

## Applicant / Subject Info:

Applicant's Name: \_\_\_\_\_ Applicant's Phone: \_\_\_\_\_

## Forms Attached:

\_\_\_ Signed Release      \_\_\_ Application for Employment      \_\_\_ Resume'  
\_\_\_ Work History Form      \_\_\_ Credit Release signed by Applicant  
\_\_\_ Employer Credit Certification (AB-22 Form)

## Services Included in \$250 Basic Background:

\_\_\_ Criminal      \_\_\_ Civil      \_\_\_ DMV      \_\_\_ Professional Licenses      \_\_\_ Credit\*

\*Employment Credit is available only if the position meets one or more of eight requirements, requires additional certification by client company, and a separate credit release form from applicant.

## Additional Services at additional cost:

\_\_\_ Degree Verification (Cost varies by institution, usually \$25 to \$50) \*\* **MUST Provide Name of School, Degree, i.e. Bachelor's, Master's, etc., Year Awarded, and Name while in school.**

## Services at Hourly Investigative Rate, plus Expenses:

\_\_\_ Onsite Court Record Examination – Outside Monterey County  
\_\_\_ Reference Checks / Interview Current or Former Employer, Supervisor, Co-Worker

## Special Instructions: