



TazWorks, LLC

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TazWorks, LLC

XML Request Gateway

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Overview

The XML gateway (API) provides access via the Internet and XML messaging to a variety of background screening data products. The API consists of an XML schema for formatting screening data product requests and a gateway to which formatted requests are submitted and from which formatted responses are retrieved. As a security measure, requests and responses are transmitted over HTTPS using 256-bit encryption.

The client sends, via an HTTP post, an XML request for a screening product to the gateway. The product is a named configuration of available searches, such as credit, criminal, driving records, and references. The request contains authentication credentials, information indicating which product and searches are being requested, and the necessary applicant data to process the request. The gateway validates the request for correctness and completeness. Errors will be reported in an XML response with an "Error" status and no order ID. If there are no errors, the gateway returns an XML response with a non-error status and an order ID. The gateway will proactively notify the client, via XML, of status changes in the background screening report, or the client can query the gateway for status information.



Submitting an XML Request

The top level elements of the XML request contain a `userId` and `password` attribute for authenticating to the gateway. The `type` attribute contains the name of the screening product to order. The user credentials and the product name are all configured, per client, by the background screening agency through the web-based interface.

The `ReferenceId` element is provided for the client to transmit any sort of file identifier, reference data, or other information of its choosing. The reference id is echoed back, unmodified, in subsequent XML communications.

The `PersonalData` element contains identifying information about the applicant who is the subject of the background screening report, including name, aliases, social security number, date of birth, and address.

The `Screenings` element contains `Screening` elements which indicate which of the available searches should be ordered. Each element contains a `type` attribute indicating which search is to be ordered, as well as other search specific information, such as driver's license number, reference contact information, or criminal search jurisdictions.

The `Screenings` element also contains `AdditionalItems` elements which are used primarily to set flags that control various modes of operation of the gateway. However, the `x:monthly_rent` and `x:monthly_income` items are used to pass in additional information about the applicant. As well, the `x:ordernotes` items may be used as a catch-all to pass in any additional information pertaining to the applicant or the order.

The `x:interface` item controls into which workflow the order is placed. If a value of "Instant" is passed in, the order will be immediately submitted for processing. If a value of "Applicant" is passed in, only the applicant's name

and email address need be submitted. The system will then send an email to the applicant inviting him or her to login to the web-based interface to complete the data entry process. If omitted, the default value is 'Instant'.

The gateway will post XML status notification messages to the client's URL endpoint, if any, provided in `x:postback_url`. The XML message will be the value of a POST parameter named "Status". The URL endpoint is simply a web page or web service hosted in the client's environment that can accept and process the XML message according to the client's business rules (e.g. updating a status column in the ATS, sending an alert, etc.). XML messages are sent when individual searches are completed on a report and when the overall report is completed. If credentials are provided in `x:postback_username`, `x:postback_password`, and/or `x:postback_databaseset`, those will be included in the XML message. If the client does not wish to receive XML messages, no value should be provided in `x:postback_url`.

The `x:embed_credentials` item controls whether the URLs returned for report access are encoded with embedded credentials to allow one-click viewing of the report, or if following the link will first require user authentication. Setting the value to "TRUE" will return URLs with the embedded credentials, setting the value to "FALSE" will return the link requiring authentication. If user access to the link will be provided outside of an authenticated system, such as email, the latter is recommended.

Test Cases

There are two test cases that can be used. The test cases only are identified by the SSN number. When using these test cases no charges are incurred. Other SSN numbers or no SSN number will incur charges.

SSN	First Name	Last Name	Comments
111-22-3333	Joe	Clean	Clear / Good results
333-22-1111	Hank	Mess	Records / Bad results

Gateway URL

The client sends an XML request to the gateway via HTTP POST to `/send/interchange` using a single HTTP request form parameter named `"request"`. All XML communications are processed through a publicly available HTTPS protocol URL. Please note that we require TLS 1.2 or newer.

Gateway Request XML

Top-Level, BackgroundCheck Element

BackgroundCheck	Required	Description
@userId		The user id used for authenticating to the gateway. Configured, per client, by the background screening agency. String (50 char)
@password		The password used for authenticating to the gateway. Configured, per client, by the background screening agency. String (50 char)
BackgroundSearchPackage	Yes	(See the BackgroundSearchPackage Element section for more information.)
UserArea	No	Optional credit card to be charged according to client configuration. (See the BackgroundSearchPackage/UserArea Element section for more information.)

BackgroundSearchPackage Element

BackgroundCheck/BackgroundSearchPackage	Required	Description
@action	Yes	Possible values include: <code>submit status add addcharge</code>
@type	Yes	Contains the name of the screening product to order. Configured, per client, by the background screening agency.
LinkedApplicants		For tenant background checks, to link applicants use <code><LinkedApplicants></code> <code><OrderId>1234</OrderId></code> <code></LinkedApplicants></code>
Organization		(See the Organization Element section for more information.)
PersonalData		Name, Address, and other personal information about the applicant. (See the PersonalData Element section for more information.)
ReferenceId		String (64 char) Provides for the client to transmit any sort of file identifier, reference data, or other information of its choosing. The reference id is echoed back, unmodified, in subsequent XML communications. If Reference is not used, ReferenceId is copied into Reference.

Reference		String (64 char) The Reference can be used for human visible type data like location or client name. The Reference will show up in the InstaScreen user interface.
Screenings		The screenings requested for the applicant. (See the Screenings Element section for more information.)
SupportingDocumentation		(See the Supporting Documentation Element section for more information.)
UserArea		Optional fields to include in an order. (See the BackgroundCheck/BackgroundSearchPackage/UserArea Element section for more information.)

Organization Element

BackgroundCheck/BackgroundSearchPackage/ Organization	Required	Description
@type	Yes	x:requesting x:substitute
OrganizationName	No	This is the client name. Only necessary if the requesting user is not associated with the same client as the credentialed user. Either OrganizationName and/or OrganizationCode can be used when needed. Max length: 64
OrganizationCode	No	This is the client code. Only necessary if the requesting user is not associated with the same client as the credentialed user. Either OrganizationName and/or OrganizationCode can be used when needed. Max length: 64
OrganizationUser	No	The client user's name. Names must be submitted in "Lname, Fname" format. If no Lname the format is ", Fname". Fname: String (32 chars) Lname: String (32 chars) The total maximum String length including the comma and space between the Fname and Lname is 64 chars.

Example

```
<BackgroundCheck userId="username" password="password" >
  <BackgroundSearchPackage action="submit" type="test order">
    <Organization type="x:requesting">
      <!-- Only necessary if the requesting user is not associated with the same client as the
      credentialed user -->
      <OrganizationName>Armory Confidential Services</OrganizationName>
      <!-- Only necessary if the requesting user is not associated with the same client as the
      credentialed user -->
      <OrganizationCode>ACS</OrganizationCode>
      <!-- Names must be submitted in "Lname, Fname" format. If no Lname it would be ", Fname" -->
      <OrganizationUser>Cousteau, Jacques</OrganizationUser>
    </Organization>
    <ReferenceId>123456789</ReferenceId>
```



```
<PersonalData>
...
```

Sample syntax for posting over the end-user-client name

```
<BackgroundCheck userId="XML" password="1234">
  <BackgroundSearchPackage action="submit" type="test order">
    <Organization type="x:substitute">
      <OrganizationName>My Substitute End User</OrganizationName>
    </Organization>
    <ReferenceId>123456789</ReferenceId>
  </BackgroundSearchPackage>
</BackgroundCheck>
```

PersonalData Element

BackgroundCheck/BackgroundSearchPackage/PersonalData	Required	Description
PersonName		The name of the applicant (See the PersonName Element section for more information.)
PostalAddress		An element containing the applicant's postal address. A PersonalData element may contain more than one PostalAddress element. (See the PostalAddress Element section below.)
Telephone		String (24 char)
EmailAddress		String (256 char)
Gender		M F
Race		String (32 char)
DemographicDetail		
DemographicDetail/GovernmentId		SSN number or driver's license
DemographicDetail/GovernmentId/@issuing Authority		SSN or DMV
DemographicDetail/GovernmentId/@country Code		US
DemographicDetail/GovernmentId/@jurisdiction		State abbreviation if issuingAuthority is DMV
DemographicDetail/DateOfBirth		yyyy-mm-dd
Aliases		
Aliases/PersonName		There may be zero or more PersonName elements in the Alias element. (See the PersonName Element section for more information.)

PostalAddress Element

PostalAddress	Required	Description
@type		current previous If more than one address is submitted, the primary address must have a type attribute value of "current". All others must have a type attribute of "previous".
CountryCode		Country. The default value is "US" and is not required for

		domestic addresses. For international addresses, use the ISO 3166-1 alpha-2 code.
PostalCode		String (32 char)
Region		For domestic addresses, use the USPS 2-letter state abbreviations.
Municipality		String (32 char)
DeliveryAddress/AddressLine		String (63 char)

Example

```
<PersonalData>
  <PersonName>
    <GivenName>JOSE</GivenName>
    <FamilyName>ADACOMMON</FamilyName>
  </PersonName>
  <PostalAddress type="current">
    <PostalCode>82082</PostalCode>
    <Region>WY</Region>
    <Municipality>Pine Bluffs</Municipality>
    <DeliveryAddress>
      <AddressLine>123 Main</AddressLine>
    </DeliveryAddress>
  </PostalAddress>
  <PostalAddress type="previous">
    <PostalCode>87111</PostalCode>
    <Region>NM</Region>
    <Municipality>Albuquerque</Municipality>
    <DeliveryAddress>
      <AddressLine>3204 Lucerne</AddressLine>
    </DeliveryAddress>
  </PostalAddress>
  <PostalAddress type="previous">
    <CountryCode>CH</CountryCode>
    <PostalCode>1292</PostalCode>
    <Region>Geneve</Region>
    <Municipality>Geneve</Municipality>
    <DeliveryAddress>
      <AddressLine>8 Chemin William Barbey</AddressLine>
    </DeliveryAddress>
  </PostalAddress>
  ...

```

PersonName Element

PersonName	Required	Description
GivenName	Yes	String (32 char)
FamilyName	Yes	String (64 char)
MiddleName	No	String (32 char)
Affix	No	Optional Generation Valid values are JR, SR, I, II, III, and IV

Screenings Element

BackgroundCheck/BackgroundSearchPackage/Screenings	Required	Description
@useConfigurationDefaults	No	Yes No

		The default value is No. Use this attribute set to Yes to order all searches set to Default or Required in the product. When using Yes, Screening (singular) tags are only required for searches that provide additional information like employment verifications, residence verifications, instant driving records, etc.
Screening	Yes	The Screenings element may contain one or more Screening. One Screenings element per order. (See the Screening Element section for more information.)
AdditionalItems		The Screenings element may contain zero or more Additional Items, which are used primarily to set flags that control various modes of operation of the gateway. (See the AdditionalItems Element section for more information.)

Screening Element

BackgroundCheck/BackgroundSearchPackage/Screenings/Screening	Required	Description
@type	Yes	A String value that indicates which search is to be ordered. Possible values include: assumedname bankruptcy civil credit criminal custom drug education employment eviction executivesummary license lienjudgment healthcare_sanctions personsearch reference resident scorecard sex_offender ssn workcomp (See the Screening/@name section below for more information about custom types.)
@qualifier		Further identifies the type of screening. The list of possible values differs depending on the value of Screening/@type @type="civil" possible values include: county federal @type="criminal" possible values include: county statewide federal international singlestate national national_alias security @type="custom" possible values include: credentials drug identity investigative repository summarization verification @type="eviction" possible values include: singlestate national @type="license"

		<p>possible values include: professional imvcommercial imvPersonal</p> <p>@type="reference" possible values include: personal professional</p>
@name		<p>Where the type attribute is custom and the qualifier attribute is one of identity, repository, investigative, verification, credentials, summarization, or drug the name comes from the custom search name in the Manage Custom Searches area.</p> <p>If there is an ampersand in the name, it needs to be submitted as an entity</p> <pre><Screening type="custom" qualifier="repository" name="REPOSITORY CUSTOM & TWO"> </Screening></pre>

How to represent Searches in XML

Credential Searches

Search	Attributes	
Education Verification	type=education	<pre><Screening type="education"> <Region>UT</Region> <EducationHistory> <SchoolOrInstitution> <SchoolName>UNIVERSITY OF UTAH</SchoolName> <PostalAddress> <Municipality>Draper</Municipality> <Region>UT</Region> <PostalCode>84020</PostalCode> <DeliveryAddress> <AddressLine>1192 Draper Parkway #401</AddressLine> </DeliveryAddress> </PostalAddress> <Degree degreeType="bachelors"> <DegreeName>COMMUNICATIONS; Graduated: Yes</DegreeName> </Degree> <DatesOfAttendance> <StartDate> <StringDate>2002-09 TO 2006- 01</StringDate> </StartDate> </DatesOfAttendance> </SchoolOrInstitution> </EducationHistory> </Screening></pre>
Instant Driving Records	type=license qualifier=imvpersonal	<pre><Screening type="license" qualifier="imvPersonal"> <Region>UT</Region> <Duration>7</Duration> <SearchLicense> <License> <LicenseNumber>123456789</LicenseNumber> </License> </SearchLicense> </Screening></pre>
Healthcare Compliance Search	type=healthcare_searches	<pre><Screening type="healthcare_compliance" /></pre>

Professional License	type=license qualifier=professional	<Screening type="license" qualifier="professional" />
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Credit Searches

Search	Attributes	
Credit Report	type=credit	<Screening type="credit" />

Drug Searches

Search	Attributes	
Substance Abuse Detection	type=drug	<pre><Screening type="drug"> <Panel>Panel Name</Panel> <PermissiblePurpose>Pre-Employment</PermissiblePurpose> <SpecimenId></SpecimenId> </Screening></pre> <p>Possible values for PermissiblePurpose are: Pre-Employment, Random, Periodic, Post Incident, For Cause, Reasonable Suspicion, Return To Duty, Follow Up, Reconfirmation, Retest, Point of Collection Sampling, Student, or Other</p> <p>Optional Collection Info Specification</p> <pre><Screening type="drug"> <Panel>Panel Name</Panel> <PermissiblePurpose>Pre-Employment</PermissiblePurpose> <SpecimenId></SpecimenId> <CollectionInfo> <SiteCode>UT076</SiteCode> <Observed>Yes</Observed> <ExpirationDate>2017-10-01</ExpirationDate> <ExpirationTime>23:59:59</ExpirationTime> <ExpirationTimeZone>America/Los_Angeles</ExpirationTimeZone> </CollectionInfo> </Screening></pre> <p>CollectionInfo element is optional SiteCode only applies to applicable products/configurations Observed only applies to DOT Urine panels and is Yes or No ExpirationDate format is YYYY-MM-DD ExpirationTime format is HH:mm:ss (defaults to 23:59:59 if not specified) Possible values for ExpirationTimeZone are: America/Denver, America/Phoenix, America/Los_Angeles, America/Chicago, America/New_York, America/Juneau, Pacific/Honolulu (defaults to America/Denver or SiteCode time if not specified)</p>

Identity Development Searches

Search	Attributes	
Person Search	type=personsearch	<Screening type="personsearch" />
Social Security	type=ssn	<Screening type="ssn" />

Investigative Searches

Search	Attributes	
--------	------------	--

Assumed Name Records	type=assumedname	<Screening type="assumedname" />
Bankruptcy Filings	bankruptcy	<Screening type="bankruptcy" />
County Civil Records	type=civil qualifier=county	<p>A screening element for County Civil records can contain a child called "Region" and a child element called "County". If you do not include a "Region" and "County", InstaScreen will select the "Region" and "County" from the first address provided.</p> <pre><Screening type="civil" qualifier="county" /></pre> <p>or</p> <pre><Screening type="civil" qualifier="county" > <Region>NM</Region> <County>Sandoval</County> </Screening></pre>
County Criminal Records	type=criminal qualifier=county	<p>A screening element for County Criminal records can contain a child called "Region" and a child element called "County". If you do not include a "Region" and "County", InstaScreen will select the "Region" and "County" from the first address provided.</p> <pre><Screening type="criminal" qualifier="county" /></pre> <p>or</p> <pre><Screening type="criminal" qualifier="county" > <Region>NM</Region> <County>Sandoval</County> </Screening></pre>
Federal Civil Records	type=civil qualifier=federal	<p>A screening element for Federal Civil records can contain a child called "District" and a child element called "Region". If you do not include a "Region" and "District", InstaScreen will select the "Region" and "District" from the first address provided.</p> <pre><Screening type="civil" qualifier="federal" > <Region>NM</Region> <District>New Mexico</District> </Screening></pre>
Federal Criminal Records	type=criminal qualifier=federal	<p>A screening element for Federal Criminal records can contain a child called "District" and a child element called "Region".</p> <pre><Screening type="criminal" qualifier="federal" > <Region>New Mexico</Region> </Screening></pre>
Global Security Watch List	type=criminal qualifier=security	<Screening type="criminal" qualifier="security" />
International Criminal Records	type=criminal qualifier=international	<Screening type="criminal" qualifier="international" />
Lien and Judgment Filings	type=lienjudgment	<p>A screening element for Lien and Judgment Filings can contain a child called "County" and a child element called "Region". If you do not include a "Region" and "County", InstaScreen will select the "Region" and "County" from the first address provided.</p> <pre><Screening type="lienjudgment"> <Region>NM</Region> <County>Sandoval</County> </Screening></pre>
National Criminal	type=criminal	<Screening type="criminal" qualifier="national_alias"

Database Alias Search	qualifier=national_ alias	/>
National Criminal Database Search	type=criminal qualifier=national	<Screening type="criminal" qualifier="national" />
National Rental Records Database Search	type=eviction qualifier=national	<Screening type="eviction" qualifier="national" />
Sex Offender Records	type=sex_offender	A screening element for Sex Offender Records can contain a child called "Region". If you do not include a "Region", InstaScreen will select the "Region" from the first address provided. <Screening type="sex_offender"> <Region>CO</Region> </Screening>
State Criminal Court Search	type=criminal qualifier=statewide	A screening element for State Criminal Court Search can contain a child called "Region". If you do not include a "Region", InstaScreen will select the "Region" from the first address provided. <Screening type="criminal" qualifier="statewide"> <Region>CO</Region> </Screening>
State Criminal Database Search	type=criminal qualifier=singlestate	A screening element for State Criminal Database Search can contain a child called "Region". If you do not include a "Region", InstaScreen will select the "Region" from the first address provided. <Screening type="criminal" qualifier="singlestate" > <Region>UT</Region> </Screening>
State Rental Records Database Search	type=eviction qualifier=singlestate	A screening element for State Rental Records Database Search can contain a child called "Region". If you do not include a "Region", InstaScreen will select the "Region" from the first address provided. <Screening type="eviction" qualifier="singlestate"> <Region>UT</Region> </Screening>

Verification Searches

Search	Attributes	
Check Scan	type=checkscan	
Residence Verification	type=resident	<Screening type="resident" verify="yes"> <StartDate>2005-06-01</StartDate> <EndDate>2008-06-01</EndDate> <ContactInfo> <PersonName> <FormattedName>Ramona Propietario</FormattedName> </PersonName> <Telephone>505-299-5527</Telephone> <Fax>801-999-8555</Fax> <EmailAddress>res@res.com</EmailAddress> <PostalAddress> <PostalCode>87111</PostalCode> <Region>NM</Region> <Municipality>Albuquerque</Municipality> <DeliveryAddress> <AddressLine>3204 Lucerne NE</AddressLine> </DeliveryAddress> </PostalAddress> </ContactInfo>

		<pre> <Comments>These are some resident comments.</Comments> </Screening> When an applicant has requested that we do not contact the property, the verify attribute should be set to "no". <Screening type="resident" verify="no"> ... </pre>
Employment Verification	type=employment	<pre> <Screening type="employment" verify="yes"> <OrganizationName>Burger Shack</OrganizationName> <Title>Fry Cook</Title> <JobLevelInfo>Full-time</JobLevelInfo> <StartDate>2005-05-05</StartDate> <EndDate>2005-06-16</EndDate> <Compensation>6.50/hr</Compensation> <ContactInfo> <PersonName> <FormattedName>Susan Boss</FormattedName> </PersonName> <Telephone>801-123-4567</Telephone> <Fax>801-999-9999</Fax> <EmailAddress>emp@example.com</EmailAddress> <PostalAddress> <PostalCode>84020</PostalCode> <Region>UT</Region> <Municipality>Draper</Municipality> <DeliveryAddress> <AddressLine>1192 Main St</AddressLine> </DeliveryAddress> </PostalAddress> </ContactInfo> </Screening> When an applicant has requested that we do not contact the employer, the verify attribute should be set to "no". <Screening type="employment" verify="no"> ... </pre>
Personal Reference Verification	type=reference qualifier=personal	<pre> <Screening type="reference" qualifier="personal"> <Contact> <PersonName> <FormattedName>1 Yolanda Ortega</FormattedName> </PersonName> <ContactMethod> <Telephone>505-292-3969</Telephone> <Fax>801-FAX-PERS</Fax> <EmailAddress>personal@example.com</EmailAddress> > </ContactMethod> <Relationship>Mother</Relationship> </Contact> <Comments>This is my list of random comments.</Comments> </Screening> </pre>
Professional Reference Verification	type=reference qualifier=professional	<pre> <Screening type="reference" qualifier="professional"> <Contact> <PersonName> <FormattedName>1 Yuan Li Xian</FormattedName> </PersonName> <ContactMethod> <Telephone>801-444-5544</Telephone> <Fax>801-FAX</Fax> <EmailAddress>yuan@example.com</EmailAddress> </pre>

		<pre> </ContactMethod> <Relationship>Supervisor</Relationship> </Contact> <Comments>This is my list of random comments.</Comments> </Screening> </pre>
Reference Verification	type=reference	<pre> <Screening type="reference"> <Contact> <PersonName> <FormattedName>Plain Old Reference</FormattedName> </PersonName> <ContactMethod> <Telephone>123-123-1234</Telephone> <Fax>801-FAX-PLAIN</Fax> <EmailAddress>plain@example.com</EmailAddress> </ContactMethod> <Relationship>Reference</Relationship> </Contact> <Comments>This is my list of random comments.</Comments> </Screening> </pre>
Workers Compensation Report	type=workcomp	<pre> <Screening type="workcomp" /> </pre>

Other Searches

Search	Attributes	
Tenant Scorecard	type=scorecard	<pre> <Screening type="scorecard" /> </pre>

AdditionalItems Element

BackgroundCheck/BackgroundSearchPackage/Screenings/AdditionalItems	Required	Description
@Type	No	(See the AdditionalItems/@Type Values section for possible values for this attribute.)
Text		

AdditionalItems/@Type Values

@Type Value	Description
x:california_credit_code	<p>for submitting the California Credit Code override value. The valid values for the override code are one of the following:</p> <pre> EXECUTIVE_EXEMPT STATE_DEPT_JUST LAW_ENFORCEMENT REQUIRED_BY_LAW ACCESS_TO_PII ACCESS_TO_CASH FINANCIAL_TXS CONFIDENTIAL_INF </pre> <p>Example:</p> <pre> <Screenings> ... <AdditionalItems type="x: alifornia_credit_code"> <Text>EXECUTIVE_EXEMPT</Text> </AdditionalItems> </Screenings> </pre>
x:decision_model	The valid values for this code are one of the following:

	<p>SCORECARD: request that the Scorecard Decision be returned in the completed XML.</p> <p>SCORECARD_PRO: request that the Scorecard Pro Decision be returned in the completed XML.</p> <p>REPORT: request that the Report Decision be returned in the completed XML. The default values returned for REPORT are: Approved (per client specifications), Pending (per client specifications), Negative (per client specifications), Review, Dispute, Pre-Adverse (per client specifications), Declined (per client specifications), and Opt Out (per client specifications).</p>
x:desired_unit	The desired apartment number can be passed over in an AdditionalItems element, similar to the monthly rent. String (16 char)
x:embed_credentials	Controls whether the URLs returned for report access are encoded with embedded credentials to allow one-click viewing of the report, or if following the link will first require user authentication. Setting the value to "TRUE" will return URLs with the embedded credentials, setting the value to "FALSE" will return the link requiring authentication. If user access to the link will be provided outside of an authenticated system, such as email, the latter is recommended.
x:integration_type	<p>This is required. It is used for identifying each integration type. Choose a string to identify your company/integration.</p> <p>Example:</p> <pre><Screenings> ... <AdditionalItems type="x:integration_type"> <Text>CompanyABC</Text> </AdditionalItems> </Screenings></pre>
x:interface	<p>Controls into which workflow the order is placed. If omitted, the default behavior is "INSTANT".</p> <p>Value definitions:</p> <p>"REVIEWED" = Order submission goes into the XML Ready queue for processing by CRA/client in InstaScreen.</p> <p>"INSTANT" = Order submission processes automatically according to InstaScreen configuration.</p> <p>"APPLICANT" = Order submission goes into Applicant Pending queue for data entry by the applicant. InstaScreen will send email invitation to the applicant with a link and instructions for completing the data entry. The submission XML needs a minimum of the applicant's name, email address, the requested Screening(s) and the QuickApp x:interface flag.</p> <p>"APPLICANT_NO_EMAIL" = Order submission goes into Applicant Pending queue for data entry by the applicant. InstaScreen will not send an email invitation to the applicant, so the third-party will need to communicate the link and instructions to the applicant.</p> <p>Example:</p> <pre><BackgroundCheck userId="***" password="***"> <BackgroundSearchPackage action="submit" type="DEMO"> <Screenings> ... <AdditionalItems type="x:interface"> <Text>REVIEWED</Text> </AdditionalItems> </Screenings> </BackgroundSearchPackage></pre>

	<pre></BackgroundCheck></pre> <p>Note that the QuickApp link comes back in the response XML for both the APPLICANT and APPLICANT_NO_EMAIL x:interface types.</p> <pre><BackgroundReports userId="" password="" databaseset=""> <BackgroundReportPackage> <ReferenceId>ABC</ReferenceId> <OrderId>1234</OrderId> <ScreeningStatus> <OrderStatus>x:app_pending</OrderStatus> </ScreeningStatus> <ApplicantInterfaceURL>https://127.0.0.1/orderquickapp/etc.</ApplicantInterfaceURL> </BackgroundReportPackage> </BackgroundReports></pre>
x:monthly_income	The amount of income the applicant makes per month. Numeric.
x:monthly_rent	The amount the applicant pays in rent per month. Numeric.
x:ordernotes	A catch-all to pass in any additional information pertaining to the applicant or the order.
x:postback_basicauth	Post back with HTTP basic authentication
x:postback_databaseset	Optional databaseset returned in a post back message.
x:postback_format	<p>In order to flag a requesting the report to return in PDF format, add the AdditionalItems element to the Screenings section of the original request XML. With that flag, the report view link that is returned in the XML completed notification will be for the PDF view of the report.</p> <p>Example:</p> <pre>... <Screenings> ... <AdditionalItems type="x:postback_format"> <Text>PDF</Text> </AdditionalItems> </Screenings> </BackgroundSearchPackage> </BackgroundCheck></pre>
x:postback_password	Optional password returned in a post back message.
x:postback_suppress_xpartial	<p>When using x:postback_url, if you want to suppress the x:partial messages, include x:postback_suppress_xpartial</p> <p>The valid values for this code are one of the following: true or false</p> <pre><AdditionalItems type="x:postback_suppress_xpartial"> <Text>true</Text> </AdditionalItems></pre>
x:postback_url	<p>The gateway will post XML status notification messages to the client's URL endpoint, if any, provided in x:postback_url. The XML message will be the value of a POST parameter named "Status". The URL endpoint is simply a web page or web service hosted in the client's environment that can accept and process the XML message according to the client's business rules (e.g. updating a status column in the ATS, sending an alert, etc.). XML messages are sent when individual searches are completed on a report and when the overall report is completed. If credentials are provided in x:postback_username, x:postback_password, and/or x:postback_databaseset, those will be included in the XML message. If the client does not wish to receive XML messages, no value should be provided in x:postback_url.</p>

	<p>TazWorks will not install any third-party security certificates in our testing, staging, or production environments. Integrators are required to use SSL Certificates signed by one of the Certificate Authorities included in the Sun Java SE 8.0_121 default trusted certificate keystore. This includes any intermediate or chained SSL certificate(s).</p> <p>The post back url needs to use port 80 or 443.</p>
x:postback_username	Optional username returned in a post back message.
x:return_xml_results	<p>Either <code>yes</code> or <code>no</code>.</p> <p>The following searches are supported by x:return_xml_results:</p> <ul style="list-style-type: none"> County Criminal Records Search Credit Report (Equifax, Experian, Transunion, and Acxiom) Custom Searches Education Verification Employment Verification Instant Driving Records National Criminal Database Alias Search National Criminal Database Search National Rental Records Database Search Person Search Personal Reference Verification Professional Reference Verification PSP Crash And Inspection History Reference Verification State Criminal Court Search State Criminal Database Search State Rental Records Database Search Tenant Scorecard
x:queue_consumer_disclosure	<pre><AdditionalItems type="x:queue_consumer_disclosure"> <Text>true</Text> </AdditionalItems></pre>

Supporting Documentation Element

BackgroundSearchPackage/Supporting Documentation	Required	Description
@authorization	No	<p>Yes No</p> <p>The default value is No. Use this attribute set to Yes to identify the attachment as an authorization form.</p>
@spouse	No	<p>Yes No</p> <p>The default value is No. Use this attribute set to Yes to if the attachment is for the spouse.</p>
OriginalFileName	Yes	<p>String (64 char)</p> <p>The file name, without path information.</p>
Name	Yes	<p>String (255 char)</p> <p>The display name for the file.</p>
EncodedContent	Yes	<p>Within the XML message binary files such as .PDF are submitted as base64 encoded content. You can submit multiple documents, each in their own</p>

		SupportingDocumentation element.
--	--	----------------------------------

Example

The following is an example of XML for passing over an attachment for the applicant's file in InstaScreen. Possible used for this include attaching an applicant release or disclosure form to the submission.

Note. Within the XML message binary files such as .PDF are submitted as base64 encoded content. You can submit multiple documents, each in their own SupportingDocumentation element.

```

</Screenings>
<SupportingDocumentation>
  <OriginalFileName>image.png</OriginalFileName>
  <Name>Network Hardware Specifications</Name>
  <EncodedContent>
    <!-- base64 encoded file contents go here -->
iVBORw0KGgoAAAANSUheUgAAAvsAAAKPCAIAAAB8UJLOAAAAAXNSR0Iars4c6QAAARnQU1BAACx
jwv8YQUAAAAGY0hSTQAAeiYAAICEAAD6AAAAgOgAAHUwAADqYAAAOpgAABdwnLpRPAAA/45JREFU
eF7t/U3rREF3lgt7voeg4NShZPDgxJEGJ4Kg0YngrQQ1HbQ00niCRASfR8RISJAbHQgixofncPA1
U41EHK1IhiGcYQbxG3iunJ/nuq+sqv3S3bu79+5ef5o/u3dXrVp1r2daVbt2rf/tf/7P//m7+q8R
...
  </EncodedContent>
</SupportingDocumentation>
</BackgroundSearchPackage>
</BackgroundCheck>

```

BackgroundCheck/BackgroundSearchPackage/UserArea Element

BackgroundCheck/BackgroundSearchPackage/UserArea	Required	Description
PositionDetail		(See the PositionDetail Element section for more information.)

PositionDetail Element

This is XML for passing over the accounting to InstaScreen When the CRA has received payment for the background check outside of InstaScreen.

BackgroundCheck/BackgroundSearchPackage/UserArea/PositionDetail	Required	Description
Billable	No	Billable – String (64 char)
CostCode	No	Cost Code – String (64 char)
DesiredUnit	No	Desired Unit – String (16 char)
EmploymentState	No	Employment State – String (64 char)
JobCode	No	Job Code – String (64 char)
JobLocation	No	Job Location – String (64 char)
OptionalField1	No	Optional Field 1 – String (64 char)
OptionalField2	No	Optional Field 2 – String (64 char)
OptionalField3	No	Optional Field 3 – String (64 char)
ReferredBy	No	Referred By – String (64 char)
ProposedPosition	No	Proposed Position – String (64 char)

ProposedSalary	No	Proposed Salary – String (32 char)
----------------	----	------------------------------------

Example

```
<BackgroundCheck userId="***" password="***">
  <BackgroundSearchPackage action="submit" type="demo">
    ...
    <UserArea>
      <PositionDetail>
        <CostCode>XYZ</CostCode>
        <JobCode>123</JobCode>
        <JobLocation>Taipei, Taiwan</JobLocation>
      </PositionDetail>
    </UserArea>
  </BackgroundSearchPackage>
</BackgroundCheck>
```

BackgroundCheck/UserArea Element

BackgroundCheck/UserArea	Required	Description
CreditCard		(See the CreditCard Element section for more information.)
CreditCardPayment		(See the CreditCardPayment Element section for more information.)

CreditCard Element

BackgroundCheck/UserArea/CreditCard	Required	Description
CardType	No	visa amex discover mastercard
CardNumber	No	Numeric (max 16 digits)
CardSecurity		Numeric (3-5 digits)
ExpireMonth	Yes	Numeric (2)
ExpireYear	Yes	Numeric (4)
FirstName	Yes	String (64 char)
LastName	Yes	String (64 char)
BillingStreetAddress		String (128 char)
BillingCity		String (128 char)
BillingState		String (16 char)
BillingZip		Numeric (5 or 5-4)

Example

```
<BackgroundCheck userId="***" password="***">
  <BackgroundSearchPackage action="submit" type="demo">
    ...
  </BackgroundSearchPackage>
  <UserArea>
    <CreditCard>
      <CardType>visa</CardType>
      <CardNumber>4111111111111111</CardNumber>
      <CardSecurity>321</CardSecurity>
    </CreditCard>
  </UserArea>
</BackgroundCheck>
```

```

    <ExpireMonth>12</ExpireMonth>
    <ExpireYear>2013</ExpireYear>
    <FirstName>FRANK</FirstName>
    <LastName>CARDHOLDER</LastName>
    <BillingStreetAddress>1234 MAIN</BillingStreetAddress>
    <BillingCity>MESA</BillingCity>
    <BillingState>AZ</BillingState>
    <BillingZip>85201</BillingZip>
  </CreditCard>
</UserArea>
</BackgroundCheck>

```

CreditCardPayment Element

This is XML for passing over the accounting to InstaScreen When the CRA has received payment for the background check outside of InstaScreen.

BackgroundCheck/UserArea/CreditCardPayment	Required	Description
Amount		Numeric
SalesTax		Numeric
LastFour		String (4 char)
TransactionId		String (32 char)
AuthorizationCode		String (8 char)

Example

```

<BackgroundCheck userId="***" password="***">
  <BackgroundSearchPackage action="submit" type="demo">
    ...
  </BackgroundSearchPackage>
  <UserArea>
    <CreditCardPayment>
      <!-- Should be a negative amount -->
      <Amount>-34.00</Amount>
      <SalesTax>-2.95</SalesTax>
      <LastFour>1006</LastFour>
      <TransactionId>120490771924</TransactionId>
      <AuthorizationCode>999999</AuthorizationCode>
    </CreditCardPayment>
  </UserArea>
</BackgroundCheck>

```

Request Examples

Initial Request

Following is an example request XML to order a background screening report named "demo product". If an element and its data are in bold, it indicates that the element is required. Required elements within the Screenings elements apply only to the enclosing screening.

```

<?xml version="1.0"?>
<BackgroundCheck userId="username" password="password">
  <BackgroundSearchPackage action="submit" type="demo product">
    <ReferenceId>some_id_value</ReferenceId>
    <PersonalData>

```

```

<PersonName>
  <GivenName>John</GivenName>
  <MiddleName>Q</MiddleName>
  <FamilyName>Test</FamilyName>
</PersonName>
<Aliases>
  <PersonName>
    <GivenName>Jack</GivenName>
    <MiddleName>Quigley</MiddleName>
    <FamilyName>Example</FamilyName>
  </PersonName>
</Aliases>
<DemographicDetail>
  <GovernmentId issuingAuthority="SSN">123456789</GovernmentId>
  <GovernmentId jurisdiction="UT" issuingAuthority="DMV">123456789</GovernmentId>
  <DateOfBirth>1973-12-25</DateOfBirth>
</DemographicDetail>
<PostalAddress>
  <PostalCode>83201</PostalCode>
  <Region>UT</Region>
  <Municipality>Salt Lake City</Municipality>
  <DeliveryAddress>
    <AddressLine>1234 Main Street</AddressLine>
  </DeliveryAddress>
</PostalAddress>
<EmailAddress>john@test.com</EmailAddress>
<Telephone>801-789-4229</Telephone>
</PersonalData>

<Screenings>
  <!-- ** Identity Development Searches ** -->
  <!-- Credit -->
  <Screening type="credit">
    <Vendor score="yes" fraud="yes">Experian</Vendor>
  </Screening>
  <!-- Social Security Search -->
  <Screening type="ssn">
    <Vendor type="idsearchplus" high_risk_fraud_alert="yes">transUnion</Vendor>
  </Screening>
  <!-- Person Search -->
  <Screening type="personsearch">
    <Vendor>OMNI_ROUTING</Vendor>
  </Screening>
  <!-- Repository Custom Search -->
  <Screening type="custom" qualifier="repository" name="Custom Search Name">
  </Screening>

  <!-- ** Investigative Searches ** -->
  <!-- State Criminal Court Search -->
  <Screening type="criminal" qualifier="statewide">
    <Region>PA</Region>
  </Screening>
  <!-- County Criminal -->
  <Screening type="criminal" qualifier="county">
    <Region>WA</Region>
    <County>KING</County>
  </Screening>
  <!-- County Civil -->
  <Screening type="civil" qualifier="county">
    <Region>WA</Region>
    <County>KING</County>
  </Screening>
  <!-- Federal Criminal -->
  <Screening type="criminal" qualifier="federal">
    <Region>PA</Region>
    <District>Middle</District>
  </Screening>
  <!-- International Criminal -->
  <Screening type="criminal" qualifier="international">
    <Region>ALBANIA</Region>
  </Screening>

```



```

<!-- National Criminal Database Search -->
<Screening type="criminal" qualifier="national">
</Screening>
<!-- State Criminal Database Search -->
<Screening type="criminal" qualifier="singlestate">
  <Region>NM</Region>
</Screening>
<!-- Global Security Watch List -->
<Screening type="criminal" qualifier="security">
</Screening>
<!-- State Rental Records Database Search -->
<Screening type="eviction" qualifier="singlestate">
  <Region>NM</Region>
</Screening>
<!-- Investigative Custom Search -->
<Screening type="custom" qualifier="investigative" name="Custom Search Name">
</Screening>

<!-- ** Verification Searches ** -->
<!-- Professional Reference -->
<Screening type="reference" qualifier="professional">
  <Contact>
    <PersonName>
      <FormattedName>Yuan Li Xian</FormattedName>
    </PersonName>
    <ContactMethod>
      <Telephone>801-444-5544</Telephone>
    </ContactMethod>
    <Relationship>Supervisor</Relationship>
  </Contact>
</Screening>
<!-- Personal Reference -->
<Screening type="reference" qualifier="personal">
  <Contact>
    <PersonName>
      <FormattedName>Yolanda Ortega</FormattedName>
    </PersonName>
    <ContactMethod>
      <Telephone>505-292-3969</Telephone>
    </ContactMethod>
    <Relationship>Best Friend Forever</Relationship>
  </Contact>
</Screening>
<!-- Resident -->
<Screening type="resident">
  <StartDate>2005-06-01</StartDate>
  <ContactInfo>
    <PersonName>
      <FormattedName>Ramona Propietario</FormattedName>
    </PersonName>
    <Telephone>505-299-5527</Telephone>
    <PostalAddress>
      <PostalCode>87111</PostalCode>
      <Region>NM</Region>
      <Municipality>Albuquerque</Municipality>
      <DeliveryAddress>
        <AddressLine>3204 Lucerne NE</AddressLine>
      </DeliveryAddress>
    </PostalAddress>
  </ContactInfo>
</Screening>
<!-- Worker's Compensation Report -->
<Screening type="workcomp">
  <Region>TX</Region>
</Screening>
<!-- Employment -->
<Screening type="employment">
  <OrganizationName>Burger Shack</OrganizationName>
  <Title>Fry Cook</Title>
  <JobLevelInfo>Full-time</JobLevelInfo>
  <StartDate>2005-06-01</StartDate>

```

```

<EndDate>2006-04-15</EndDate>
<Compensation>$7.50/hr</Compensation>
<ContactInfo>
  <PersonName>
    <FormattedName>John Bossman</FormattedName>
  </PersonName>
  <Telephone>801-123-4567</Telephone>
  <PostalAddress>
    <PostalCode>84020</PostalCode>
    <Region>UT</Region>
    <Municipality>Draper</Municipality>
    <DeliveryAddress>
      <AddressLine>1192 Draper Parkway #401</AddressLine>
    </DeliveryAddress>
  </PostalAddress>
</ContactInfo>
</Screening>

<!-- ** Credentials Searches ** -->
<!-- Instant Driving Records Search -->
<Screening type="license" qualifier="imvPersonal">
  <Region>CT</Region>
  <SearchLicense>
    <License>
      <LicenseNumber>S32106445</LicenseNumber>
    </License>
  </SearchLicense>
</Screening>
<!-- Education -->
<Screening type="education">
  <Region>UT</Region>
  <EducationHistory>
    <SchoolOrInstitution>
      <SchoolName>UNIVERSITY OF UTAH</SchoolName>
      <PostalAddress>
        <Municipality>Draper</Municipality>
        <Region>UT</Region>
        <PostalCode>84020</PostalCode>
        <DeliveryAddress>
          <AddressLine>1192 Draper Parkway #401</AddressLine>
        </DeliveryAddress>
      </PostalAddress>
      <Degree degreeType="bachelors">
        <DegreeName>COMMUNICATIONS</DegreeName>
      </Degree>
      <DatesOfAttendance>
        <StartDate>
          <StringDate>2002-09 TO 2006-01</StringDate>
        </StartDate>
      </DatesOfAttendance>
    </SchoolOrInstitution>
  </EducationHistory>
</Screening>

<!-- ** Other Services Searches ** -->
<!-- Substance Abuse Detection -->
<Screening type="drug">
  <Panel>10 Panel</Panel>
  <PermissiblePurpose>Pre-Employment</PermissiblePurpose>
</Screening>
<Screening type="scorecard" />

<AdditionalItems type="x:interface">
  <Text>Applicant|Instant</Text>
</AdditionalItems>
<!-- Integration Type -->
<AdditionalItems type="x:integration_type">
  <Text>CompanyABC</Text>
</AdditionalItems>
<!-- monthly rent required for scorecard screenings -->
<AdditionalItems type="x:monthly_rent">

```

```

    <Text>750</Text>
  </AdditionalItems>
  <!-- monthly income required for scorecard screenings -->
  <AdditionalItems type="x:monthly_income">
    <Text>2850</Text>
  </AdditionalItems>
  <!-- Postback URL required for push results delivery -->
  <AdditionalItems type="x:postback_url">
    <Text>http://www.submittee.com/listener/</Text>
  </AdditionalItems>
  <AdditionalItems type="x:postback_username">
    <Text>username</Text>
  </AdditionalItems>
  <AdditionalItems type="x:postback_password">
    <Text>password</Text>
  </AdditionalItems>
  <AdditionalItems type="x:postback_databaseset">
    <Text>databaseset</Text>
  </AdditionalItems>
  <!-- Returned screening URL includes embedded credentials. Default is FALSE -->
  <AdditionalItems type="x:embed_credentials">
    <Text>TRUE|FALSE</Text>
  </AdditionalItems>
  <AdditionalItems type="x:ordernotes">
    <Text>
      Applicant is my brother-in-law - please be extra thorough.
    </Text>
  </AdditionalItems>
</Screenings>
</BackgroundSearchPackage>
</BackgroundCheck>

```

Requesting a Report Decision

Initial Request

```

<Screenings ...>
  ...
  <AdditionalItems type="x:decision_model">
    <Text>REPORT</Text>
  </AdditionalItems>
</Screenings>

```

StatusCheck Response

```

...
  <ScreeningStatus>
    <OrderStatus flag="FALSE">x:pending</OrderStatus>
    <OrderDecision>Approved (per client specifications)</OrderDecision>
  </ScreeningStatus>
...

```

Values for OrderDecision

OrderDecision Value	Description
-	Report Decision not set
Approved (per client specifications)	
Pending (per client specifications)	
Negative (per client specifications)	

Review	
Dispute	
Pre-Adverse (per client specifications)	
Declined (per client specifications)	
Opt Out (per client specifications)	
Conditional Offer (per client specifications)	

Requesting a Scorecard

Initial Request

```
<Screenings ...>
...
  <AdditionalItems type="x:decision_model">
    <Text>SCORECARD</Text>
  </AdditionalItems>
</Screenings>
```

StatusCheck Response

```
...
  <ScreeningStatus>
    <OrderStatus flag="FALSE">x:ready</OrderStatus>
    <OrderDecision>PENDING REVIEW</OrderDecision>
  </ScreeningStatus>
...
```

Values for OrderDecision

OrderDecision Value	Description
DECISION LOOKUP FAILED	an error occurred retrieving the scorecard decision
PENDING REVIEW	scorecard decision had not been set yet
FAIL	the scorecard decision was set to FAIL
PASS	the scorecard decision was set to PASS
CONDITIONAL XXXXXXXXXXXXXXX	the scorecard decision was set to CONDITIONAL with a reason like CONDITIONAL Double Deposit

Ordering by Package Name

```
<?xml version="1.0"?>
<BackgroundCheck userId="***" password="***">
  <BackgroundSearchPackage action="submit" type="DEMO PKG">
    <ReferenceId>123</ReferenceId>
    <PersonalData>
      <PersonName>
        <GivenName>HANK</GivenName>
        <FamilyName>MESS</FamilyName>
        <MiddleName></MiddleName>
      </PersonName>
      <EmailAddress>john@test.com</EmailAddress>
    </PersonalData>
    <Screenings useConfigurationDefaults="yes">
    </Screenings>
  </BackgroundSearchPackage>
```

</BackgroundCheck>

Responses

Error Response

Following is an example of the response XML that would be immediately returned in the event of an error condition on the Initial Request. Note that the status is `x:error` and that the `ErrorCode` element contains a numeric error code, and the `ErrorDescription` element contains a textual description of the error condition.

```
<?xml version="1.0"?>
<BackgroundReports>
  <BackgroundReportPackage>
    <ReferenceId>some_id_value</ReferenceId>
    <ScreeningStatus>
      <OrderStatus>x:error</OrderStatus>
    </ScreeningStatus>
    <ErrorReport>
      <ErrorCode>4</ErrorCode>
      <ErrorDescription>Invalid username and/or password.</ErrorDescription>
    </ErrorReport>
  </BackgroundReportPackage>
</BackgroundReports>
```

Error Codes

Some of the error codes below are followed by a description the problem.

- 101 = Unexpected error.
- 109 = Requested product type not available to end-user client.
- 110 = Invalid XML document, elements and/or attributes.
- 111 = Requested screening type/qualifier not supported.
- 112 = Invalid and/or missing data values.
- 119 = Credit card transaction failed.
- 120 = Invalid login transaction.
- 121 = Missing Screening element(s).
- 122 = Requested product not configured to allow spouse.
- 123 = Requested client/product not configured to allow QuickApp orders.
- 124 = Missing CreditCard element(s) required by client configuration.
- 125 = Missing and/or invalid 'action' attribute.
- 126 = Missing, invalid and/or unauthorized 'OrderId' element.
- 127 = Requested product not configured with any DEFAULT or REQUIRED searches.
- 128 = Requested client not configured to allow Substitute End User orders.
- 129 = File attachment count exceeds CRA attachment limit.
- 130 = File attachment size exceeds maximum.
- 131 = Invalid value submitted for California Credit Disclosure Code.
- 132 = Invalid user.
- 133 = Requesting user not found.
- 134 = Requesting user is not uniquely identified by client and name.
- 135 = Invalid requesting user.
- 136 = Invalid requesting client.
- 137 = Invalid linked applicant.
- 138 = Requested client is not configured as taxable.
- 139 = Requested order is expired.
- 140 = Order status of requested order is invalid.
- 141 = Requested client is not configured to 'Allow Add to Order'.
- 142 = Requested client is not configured to 'Allow Additional Searches'.
- 143 = Requested search does not allow Additional Searches.
- 144 = Requested screening not found for this order.
- 145 = Requested screening requires 'True' value for ConsentReceived.

146 = Cannot create QuickApp with incomplete e-mail address information. QuickApp is missing e-mail to address information!

Pending Response

Following is an example of the response XML that would be immediately returned in the event of a successful submission of the Initial Request. Note that OrderId is the unique identifier for that order, and should be used when submitting status requests or in other ways referencing the submitted order.

```
<?xml version="1.0"?>
<BackgroundReports>
  <BackgroundReportPackage>
    <ReferenceId>some_id_value</ReferenceId>
    <OrderId>12358</OrderId>
    <ScreeningStatus>
      <OrderStatus>x:pending</OrderStatus>
    </ScreeningStatus>
  </BackgroundReportPackage>
</BackgroundReports>
```

Applicant Interface Response

Following is an example of the response XML that would be immediately returned in the event of a successful submission of an Applicant Interface Initial Request (i.e. x:interface is submitted with a value of "Applicant"). Note that the URL returned in the ApplicantInterfaceURL element is the same URL that will be emailed to the applicant. The applicant follows this link to a page wherein they enter his or her personal data for the screening. The screening report remains in the x:app_pending status until the applicant has completed the data entry.

```
<?xml version="1.0"?>
<BackgroundReports>
  <BackgroundReportPackage>
    <ReferenceId>some_id_value</ReferenceId>
    <OrderId>12358</OrderId>
    <ScreeningStatus>
      <OrderStatus>x:app_pending</OrderStatus>
    </ScreeningStatus>
    <ApplicantInterfaceURL>https://demo.instascreen.net/s...</ApplicantInterfaceURL>
  </BackgroundReportPackage>
</BackgroundReports>
```

Determining Order Status

Changes in the status of the ordered report can be communicated to the client in one of two ways. The first is for the gateway to post a small XML document with status information to the `x:postback_url`. The credentials submitted in the `x:postback_password` and `x:postback_userId` elements, if any, will be included. A status response is posted back each time there is a change or update to the order status. The second method is for the client to send to the gateway a status inquiry XML, to which the gateway will respond with the status information.

Possible OrderStatus Values

Note that of these values, `x:ready` indicates the report is completed and ready for delivery. The remaining indicate that incomplete work remains on the report.

OrderStatus Value	Description
<code>x:applicant-pending</code> <code>x:app_pending</code>	QuickApp started waiting on the applicant
<code>x:applicant-ready</code>	QuickApp started, applicant has filled out their part, it is waiting to be created into an order
<code>x:canceled</code>	The report has been canceled
<code>x:client-message</code>	The report has a client message on it that the client needs to review by logging into the system (this status is uncommon)
<code>x:error</code>	There is an error on the report
<code>x:partial</code>	Used with a post back message when a search is completed.
<code>x:pending</code>	The report is not complete yet.
<code>X:ready</code>	The report is completed and ready for delivery.

Example XML – x:partial Status Response to Postback URL

Following is an example of the response XML that would be sent in the postback mode of notification when an individual search is completed. The status of the search is complete, but the overall status of the report remains incomplete. Note that the status is `x:partial`, the type of the completed search is passed in the type attribute of the `Screening` element, and that the URL returned in the `InternetWebAddress` element can be used to view the partially completed report.

```
<?xml version="1.0"?>
<BackgroundReports username="username" password="password">
  <BackgroundReportPackage>
    <ReferenceId>some_id_value</ReferenceId>
    <OrderId>12358</OrderId>
    <ScreeningStatus>
      <OrderStatus flag="TRUE|FALSE">x:partial</OrderStatus>
      <OrderDecision></OrderDecision>
    </ScreeningStatus>
    <Screenings>
      <Screening type="criminal" qualifier="federal">
        <ScreeningResults type="result" mediaType="html" resultType="report">
          <InternetWebAddress>https://demo.instascreen.net/s...</InternetWebAddress>
        </ScreeningResults>
      </Screening>
    </Screenings>
  </BackgroundReportPackage>
</BackgroundReports>
```

Example XML – x:ready Status Response to Postback URL

Following is an example of the response XML that would be sent in the postback mode of notification when the overall status of the screening report changes to complete. Note that the status is `x:ready`, there are no attributes

on the `Screening` element, and that the URL returned in the `InternetWebAddress` element can be used to view the completed report.

```
<?xml version="1.0"?>
<BackgroundReports userId="username" password="password">
  <BackgroundReportPackage>
    <ReferenceId>some_id_value</ReferenceId>
    <OrderId>12358</OrderId>
    <ScreeningStatus>
      <OrderStatus flag="TRUE">x:ready</OrderStatus>
      <OrderDecision>Fail</OrderDecision>
    </ScreeningStatus>
    <Screenings>
      <Screening>
        <ScreeningResults type="result" mediaType="html" resultType="report">
          <InternetWebAddress>https://demo.instascreen.net/s...</InternetWebAddress>
        </ScreeningResults>
      </Screening>
    </Screenings>
  </BackgroundReportPackage>
</BackgroundReports>
```

Example XML – x:pending Status Response to Postback URL

Following is an example of the response XML that would be sent in the postback mode of notification when an applicant logs in and enters her or his information. Upon submission, the overall status of the screening report changes from `x:app_pending` to `x:pending`. This response will only be sent when the initial submission is an Applicant Interface Initial Request (i.e. `x:interface` is submitted with a value of "Applicant"). Note that the status is `x:pending`, there are no attributes on the `Screening` element, and that the URL returned in the `InternetWebAddress` element will be empty.

```
<?xml version="1.0"?>
<BackgroundReports userId="username" password="password">
  <BackgroundReportPackage>
    <ReferenceId>some_id_value</ReferenceId>
    <OrderId>12358</OrderId>
    <ScreeningStatus>
      <OrderStatus flag="TRUE|FALSE">x:pending</OrderStatus>
    </ScreeningStatus>
    <Screenings>
      <Screening>
        <ScreeningResults type="result" mediaType="html" resultType="report">
          <InternetWebAddress></InternetWebAddress>
        </ScreeningResults>
      </Screening>
    </Screenings>
  </BackgroundReportPackage>
</BackgroundReports>
```

Example XML – Requesting Status from the Gateway

Following is an example of the status inquiry XML the client submits to check the overall status of a background screening report. Note that `OrderId` is the same identifier that was returned in response to the initial submission.

```
<?xml version="1.0"?>
<BackgroundCheck userId="username" password="password">
  <BackgroundSearchPackage action="status">
    <OrderId>12345</OrderId>
  </BackgroundSearchPackage>
</BackgroundCheck>
```

Example XML – Response to Status Inquiry

Following is an example of the XML issued in response to a status inquiry. The values for `OrderStatus` are `x:applicant-pending`, `x:applicant-ready`, `x:canceled`, `x:client-message`, `x:error`, `x:pending`, and

x:ready. Of those, x:ready indicates the report is completed and ready for delivery. The remaining indicate that incomplete work remains on the report.

```
<?xml version="1.0"?>
<BackgroundReports>
  <BackgroundReportPackage>
    <ReferenceId>some_id_value</ReferenceId>
    <OrderId>12345</OrderId>
    <ScreeningStatus>
      <OrderStatus flag="TRUE|FALSE">x:ready</OrderStatus>
    </ScreeningStatus>
    <ReportURL>https://demo.instascreen.net/s...</ReportURL>
  </BackgroundReportPackage>
</BackgroundReports>
```

Example XML – Requesting Search Status from the Gateway

Following is an example of the search status inquiry XML the client submits to check the status of a specific search type for a given background screening report. Note that `OrderId` is the same identifier that was returned in response to the initial submission. This will also return xml results for the search type requested.

```
<?xml version="1.0"?>
<BackgroundCheck userId="username" password="password" >
  <BackgroundSearchPackage action="searchstatus">
    <OrderId>12345</OrderId>
    <Screenings>
      <Screening type="criminal" qualifier="singlestate">
        </Screening>
      </Screenings>
    </BackgroundSearchPackage>
  </BackgroundCheck>
```

Example XML – Response to Search Status Inquiry

Following is an example of the XML issued in response to a searchstatus inquiry. The values for `OrderStatus` are `x:applicant-pending`, `x:applicant-ready`, `x:canceled`, `x:client-message`, `x:error`, `x:pending`, and `x:ready`. Of those, `x:ready` indicates the report is completed and ready for delivery. The remaining indicate that incomplete work remains on the report.

```
<?xml version="1.0"?>
<BackgroundReports>
  <BackgroundReportPackage>
    <ReferenceId/>
    <OrderId>12345</OrderId>
    <ScreeningStatus>
      <OrderStatus flag="FALSE">x:pending</OrderStatus>
    </ScreeningStatus>
    <ReportURL>
      <![CDATA[ https://localhost/editor/viewReport.taz?file=12345 ]]>
    </ReportURL>
    <Screenings>
      <Screening type="criminal" qualifier="singlestate">
        <GatewayXml>
          <ResponseData>
            <JurisdictionsSearched>AZ-Maricopa Superior Archive, AZ-Maricopa Felony, AZ-Maricopa
Misdemeanor, AZ-AOC, AZ-Pima, AZ-Maricopa Superior, AZ-Mohave, AZ-DOC, AZ-Proprietary Offender
Data, AZ-Manually Collected Data, AZ-Maricopa Superior, AK-Sex Offender, AL-Sex Offender, AR-Sex
Offender, AZ-Sex Offender</JurisdictionsSearched>
            <Records count="1">
              <Record>
                <Offender>
                  <FullName>MESS, HANK</FullName>
                  <SSN />
                  <DOB>1971-04-27</DOB>
                  <OtherPersonalIdentifiers>
                    <Gender>MALE</Gender>
                    <Race />
                    <Height>000</Height>
                    <Weight>000</Weight>
                    <HairColor />
                    <EyeColor>UNKNOWN</EyeColor>
                    <StateURL />
                    <ImageURL />
                    </OtherPersonalIdentifiers>
                  <Address>
                    <AddressLine>Tonopah AZ 85354</AddressLine>
                  </Address>
                </Offender>
                <CaseNumber>M-0000-3583999</CaseNumber>
                <Jurisdiction>AZ AOC</Jurisdiction>
                <Comments>Case#: M-0000-3583999 Court: Phoenix Municipal</Comments>
                <Offenses count="1">
```

```

<Offense>
  <CaseNumber>M-0000-3583999</CaseNumber>
  <Jurisdiction>AZ-Phoenix Municipi</Jurisdiction>
  <Description>SELLING ALCOHOL TO MINOR; MINOR IN POSSE</Description>
  <OffenseType>MISDEMEANOR</OffenseType>
  <DispositionDate>2007-01-16</DispositionDate>
  <Disposition>
    <Info>
      <Label>Disposition</Label>
      <Data>PLEA GUILTY/RESP SENT IMPOSED</Data>
    </Info>
  </Disposition>
  <OffenseDate />
  <StatuteNumber />
  <ArrestDate />
  <SentenceDate />
  <SentenceLength>
    <Years />
    <Months />
    <Days />
  </SentenceLength>
  <SentenceType />
  <FileDate>2007-01-10</FileDate>
  <CustodialAgency />
  <Comments>MISDEMEANOR</Comments>
</Offense>
<Probation>
  <SentenceLength>
    <Years />
    1. <Months />
    <Days />
  </SentenceLength>
</Probation>
</Record>
</Records>
</ResponseData>
</GatewayXml>
</Screening>
</Screenings>
</BackgroundReportPackage>
</BackgroundReports>

```

Suggested Approach

1. Add User Interface (UI) and backend to support self-configuration of interface by ATS/PMS admin user
 - a) Ability to choose TazWorks' InstaScreen as the Interface
 - b) Field to configure CRA's unique URL
 - c) Field(s) to configure Package Name(s) available for ordering. For additional flexibility, and complexity, also support fields to support individual Searches per available Package. [The easiest approach is to have your system order by package name (see attached) and send in all applicant's relevant resume data with every order. Our system will discard any data unnecessary for the package ordered.]
 - d) Option to request TazWorks' QuickApp feature (When checked it will need to simply include an additional XML flag in the submission)
 - e) Ability to manage background screening credentials (user name and password).
 - Fields for entering credentials for a single "XML user" account. (requires the IP address(es) of the order requesting servers, but does not expire)

- Or to better track the requestor and compliance accountability the background screening credentials can be stored in the profile of each user's ATS account. Practical only if the user can update their own password on demand.
 - Or the background screening credentials can be required at order submission time (best security practice). Note: Any background screening password stored in the ATS software must be encrypted and not readable by anyone including the development team. We will need the IP address(es) of your order requesting servers.
2. User Interface and backend to support posting XML requests for background checks and interpreting submission response status (error or pending).
 3. User Interface and backend to support querying report status or receiving XML status updates posted from TazWorks' InstaScreen (preferred method). Completed background checks can be viewed using the Report View Link returned in response XML messages.
 4. Option: Include Application/Authorization form as an attachment with each XML order.
[Coming Soon]
 5. Option: Consume our Report Decision value in the same XML message as (3) above and display it in the applicant's file. Our Report Decision returns values of Approved (green), Decline (red), or Review (yellow).
 6. Tenant Screening Option: Consume our Scorecard value in the same XML message as (3) above and display it in the applicant's file. Our Scorecard returns values of Pending Review, Pass, Fail, or Conditional <with text of condition>.

Revisions

Date	Comments
2014-01-22	Added additional certificate requirements to the explanation of the x:postback_url
2014-01-25	Added clarification to jurisdictional based investigative searches
2014-01-25	Added default of Instant to the x:interface AdditionalItem explanation
2014-04-10	Removed schoolType from the Education Verification XML Added x:postback_databaseset
2014-04-25	Fixed some Screenings and Screening tags that were not closed properly
2014-06-13	Renamed OIG Medicare/Medicaid Sanction Report to Healthcare Compliance Search and renamed type oig to healthcare_sanctions
2014-07-10	Removed x:application_form_html. SupportingDocumentation should be used instead
2014-07-11	Added Error Codes 143,144,145, and 146. Added x:partial to the list of statuses
2014-08-05	Added executive summary search
2014-08-28	Updated LinkedApplicants info
2014-09-15	Added more info to Drug Searches
2014-09-17	Added OrganizationCode to the Organization Element
2014-10-17	Changed ResultStatus to OrderDecision in some of the examples
2014-12-03	Updated information on x:postback_url and useConfigurationDefaults Removed StreetName tag
2015-03-24	Updated searches that use x:return_xml_results.

2015-03-24	Added more info to x:decision_model.
2015-08-26	Added x:postback_suppress_xpartial and alphabetized the AdditionalItem values Added port information to the post back url
2015-09-10	Added SalesTax to UserArea/CreditCardPayment Element
2015-10-29	Added Affix to PersonName Element
2015-11-11	Added Reference to the BackgroundSearchPackage Element
2015-12-11	Changed SSL to 256-bit encryption. Added information for international addresses.
2015-12-14	Added Test Case section
2016-02-17	Added UserArea/PositionDetail Element section
2016-02-26	Added HTTP status codes for errors and responses
2016-05-09	Updated UserArea Elements
2016-07-13	Removed HTTP status codes for errors and responses
2016-09-16	Updated length limitations on fields and Updated Report OrderDecision section
2016-11-09	Changed Education Address from LocationSummary to PostalAddress. Removed AS1_AUTHENTICATION_SCORE from x:decision_model
2016-11-29	Changed x:interface default behavior explanation. Added add option to action attribute for BackgroundSearchPackage Element.
2016-12-05	Acxiom is now available with x:return_xml_results
2017-01-12	Fixed XML for Global Security Watch List
2017-03-06	Clarified a single HTTP request form parameter named "request"
2017-03-31	Updated java keystore version information and added TLS 1.2 or newer requirement
2017-04-07	Updated Healthcare Compliance Search Screening tag and updated Overview
2017-06-19	Added HTTP Basic Authentication (x:postback_basicauth)
2017-07-31	Added SCORECARD_PRO x:decision_model
2017-09-21	Added drug Optional Collection Info Specification
2017-10-16	Updated search names to National Criminal Database Alias Search, National Criminal Database Search, National Rental Records Database Search, State Criminal Court Search, State Criminal Database Search, and State Rental Records Database Search