Date: March 5, 2021

STERLING DILIGENCE

BACKGROUND REPORT

## RE: First\_Name Middle\_Initial Last\_Name

**EXECUTIVE SUMMARY**

At the request of ClientName (“Client”), Sterling Diligence undertook a background and employment due diligence investigation in the United States in connection with [FirstName] [MiddleInitial] [LastName], which was aimed at identifying any of the following: criminal activity; civil litigation filings; liens and judgments; bankruptcies; corporate and other business associations and filings; regulatory and professional status; adverse media reports; and any other matters which would reflect potential issues of character and integrity. EDUCATIONALANDLICENSINGHITS

HasLegalRecordsJudgmentsorLiensHits

HasRegulatoryorGlobalSecurityHits

*HasHitsAboveAndCompanionReport*

The following presents the results of Sterling Diligence’s investigation in detail.

STERLING DILIGENCE BACKGROUND REPORT[[1]](#footnote-1), [[2]](#footnote-2)

First\_Name Middle\_Initial Last\_Name

[CurrentCity], [CurrentState]

March 5, 2021

*PERSONAL AND CONFIDENTIAL*

##### **PERSONAL IDENTIFICATION**[[3]](#footnote-3)

Name: [FirstName] [MiddleName] [LastName] (also known as [FullAliasName])

Date of Birth: [DateofBirth]

Social Security Number: [Initial\_digits\_of\_SSN]-XXXX

Most Recent Address: [CurrentFullAddress]

[FirstName] [MiddleInitial] [LastName] (hereafter referred to as “[LastName]” or “the subject”) has been associated with several addresses and/or jurisdictions within the past 10 years or so in [ADDITIONALSTATES] and investigative efforts were conducted in these jurisdictions.

ADDITIONALJURIDICTIONS

1. **PROPERTY RECORDS**

CURRENTRESIDENTIALPROPERTYDESC OTHERPROPOWNERSHIPDESC PREVIOUSPROPERTYOWNERSHIPDESC

1. **BUSINESS AFFILIATIONS AND EMPLOYMENT HISTORY**[[4]](#footnote-4)

The following employment history, as reported on [LastName]’s resume, LinkedIn profile and/or other biographical materials,[[5]](#footnote-5) has been verified through Human Resources Departments or other sources unless otherwise noted below, and where the subject’s exact location of employment was unidentified, company headquarter locations are listed for reference:

EMPLOYEEDESCRIPTION

BUSINESSAFFILIATIONSIDENTIFIED

INTELLECTUALPROPERTYIDENTIFIED

##### **EDUCATIONAL CREDENTIALS**

DEGREEDESCRIPTION

##### **LICENSES** **AND PROFESSIONAL DESIGNATIONS**

PLLICENSEDESCRIPTION[PLLICENSEDESC]

###### REGULATORY, COMPLIANCE AND OTHER SEARCHES

OTHERREGULATORYREDFLAGSDESCRIPTION

###### COURT AND OTHER PUBLIC RECORDS SEARCHES

Covering a period of at least ten years or so, bankruptcy, criminal and civil court records were searched on a federal, state and county level in the jurisdictions in which [LastName] has resided and/or has been employed. COMMONNAMESUBDESC The following is a summary of the courts searched and any actions found:

*Bankruptcy Filings*

HASBANKRUPTYRECHITDESC

*Criminal Records* CRIMINALRECDES

HASBUREAUPRISONHITDESC

HASSEXOFFENDERREGHITDESC

*Civil Filings*[HASCIVILRECDESC][USTAXCOURTHITDESC]

1. **TAX LIENS, JUDGMENTS AND UCCS**

HASTAXLIENSCIVILUCCDESC

1. **DRIVER’S LICENSURE AND DRIVING HISTORY**

DRIVINGHISTORYDESCRIPTION

1. **GLOBAL SECURITY**

GLOBALSECURITYHITSDESCRIPTION

ICIJHITSDESCRIPTION

### PERSONAL CREDIT HISTORY

CREDITHISTORYDESCRIPTION

1. **PRESS AND OTHER MEDIA RESEARCH**

PRESSANDMEDIASEARCHDESCRIPTION

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We hope this report satisfies your request for an employment-related background investigation relating to this subject. If you have any questions or comments about this report or our findings, please contact us and reference Case Number [CaseNumber]. As always, thank you for the opportunity to be of service.

1. The confidentiality of this information should be stressed, and unless required to do so by law, disseminating or otherwise distributing this information to the subject of this report or to any unauthorized parties without the express written authorization of Sterling Diligence is strictly prohibited. Further, it is noted that this report was prepared for employment-related purposes, and please do not provide a copy to the subject unless required to do so by law.

   As you are aware, our findings are provided to you for informational purposes only, and you confirm that your request for this employment-related screening background investigation is based on a purpose permitted by the Federal Fair Credit Reporting Act (“FCRA”) or State Fair Credit Reporting Act, and you acknowledge understanding your responsibilities under such principles and that you will comply with such requirements. As such, you also agree to protect the information provided to you from any unauthorized access and to maintain it in a secure manner. [↑](#footnote-ref-1)
2. It is understood that due to the nature of the origin of public record information, the reliability of database results can be highly variable, and there may be information which has never been reported to or is not available through various database services. Further, databases typically maintain information as acquired through or from an original source, and since queries are character specific and sensitive to spelling precision, research results are dependent upon the accuracy and correctness of the source data, which is sometimes reported or entered inaccurately, processed poorly or incorrectly, and is generally not free from defect. In this regard, additional research has been undertaken to independently verify specific results during the course of this investigation. [↑](#footnote-ref-2)
3. For privacy and confidentiality reasons, the subject’s full date of birth and Social Security number have been omitted from this report. It is noted, however, that [LastName]’s Social Security number was issued in <investigator to add State of issuance and YYYY(s)>, and for the purposes of this investigation, this and other identification information regarding the subject has been confirmed as well. [↑](#footnote-ref-3)
4. It should be noted that investigative efforts include searches for affiliations with any corporations, partnerships, and/or fictitious or assumed business names. In this regard, a variety of sources were used in this portion of the investigation, including state and county corporation and other business records, nationwide business information sources, business reference directories, media publications and other appropriate sources. It should also be noted that various states do not provide public records information for limited liability companies, corporations and other business entities, and therefore it is possible that [LastName] is associated with other businesses, but the association may not be disclosed in Secretary of State records or filings. [↑](#footnote-ref-4)
5. The subject’s *LinkedIn* profile can be located at <Investigator to insert hyperlink here>. [↑](#footnote-ref-5)