FADV CSPi HR-XML 2.5v Developer's Integration Guide - Ordering

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08/07/2011	Dinesh Dike	1.0	Initial Document
13/09/2011	Dinesh Dike	1.1	Added soap encryption web service details

CONTENTS

1. Introduction

This document provides information for constructing and sending data to First Advantage Corporation (FADV) utilizing the HR-XML standard for exchange of information relevant to a background investigation.

This document intends to augment the documentation from the HR-XML Consortium (available at http://www.HR-XML.org) by providing details that are specific to integration with First Advantage.

2. Transmission

This section details the mechanism of transferring HR-XML formatted files to and from FADV as part of the background investigation process.

2.1 ORDER REQUEST

2.1.1 SOAP POST

SOAP is the preferred method of integrating with FADV since it ensures security and also provides a suitable confirmation or error response back to the client. FADV can accept HR-XML documents via SOAP requests

The SOAP operation that needs to be executed is the "processScreenings" operation which takes a HRXML BackgroundCheck xml element and returns back a BackgroundReports xml element back to the client.

2.1.2 HTTPS POST

HTTPS POST is the next preferred method of integrating with FADV because, just like SOAP, this is a secure method and also provides the client with a suitable confirmation or error response. FADV will accept HR-XML documents via a HTTPS post to

The service can be easily integrated by either submitting the HRXML as part of the HTTP Body or as part of the request parameter "data".

For improved security in the case of HTTPs POST, FADV utilizes perimeter level authentication using BASIC Authentication. This username and password must be requested before sending requests to FADV.

Please note that for submissions via HTTPS, batching is not supported. Case requests must be submitted singly.

3. XML Document Structure

This section details specific assumptions regarding the HR-XML format, as well as additional constraints that FADV places on data fields.

3.1 Required Data

As discussed in the HR-XML specifications, an XML schema (through a series of .XSD files) is used to validate both the structure and the data in a HR-XML file. However, FADV does not always explicitly

require data where the XML Schema does.

In such cases where HR-XML stipulates a required value, but an integration partner wishes to specify blank or empty, "MISSING_HR-XML_REQUIRED_FIELD" should be supplied as the value.

Example:

In an employment request, the <Description> element requires a valid, non-empty value. To communicate an empty description for this element, the below could be sent.

    <Description>MISSING_HR-XML_REQUIRED_FIELD</Description>

The string "MISSING_HR-XML_REQUIRED_FIELD" should only be used to fill REQUIRED fields. The string will be ignored in required fields. Other fillers such as Unknown and N/A should NOT be used in required fields, since theses values will be interpreted as valid data and will not be ignored. If the "MISSING_HR-XML_REQUIRED_FIELD" string is used in an optional field it will be interpreted as valid data and will not be ignored.

3.2 Dates

In FADV, the display of information is often sorted by dates. For example, the employment history is typically displayed with the most recent employer first and then proceeds chronologically backward. Valid values must be supplied for all dates.

HR-XML provides two constructs for passing date values. These are the <AnyDate> and the <StringDate> elements. The <AnyDate> element must obey the standard format, (MM-DD-YYYY), whereas the <StringDate> value can be any text, ranging from 'July 2003' to 'Sometime in summer'.

Integration partners are strongly encouraged to use the <AnyDate> construct when passing date information so that dates can be validated when required. If the <StringDate> construct is used and the date is specified in the format YYYY-MM-DD or YYYY-MM, this will have the same effect as using the <AnyDate> element. Any other data passed in any other format via the <StringDate> construct is not used by the system during verification logic or display.

Note: Date of birth must always be specified as YYYY-MM-DD

4. HR-XML Request

4.1 HR-XML Request Elements

For specific elements within HR-XML, FADV has made certain assumptions regarding their preferred usage. The following information explains the usage of specific elements within the FADV system in order to assist integration partners in formalizing their XML for submission.

4.1.1 <BackgroundCheck> Element

The <BackgroundCheck> element is the root element. It contains information regarding candidates and also contains authentication information for uniquely identifying the orders for security and billing purposes.

The below information is sent in the <BackgroundCheck> element.

Data	Description	Required/Optional

userId	Username provided by FADV	R
Password	Password provided by FADV	R
Account	Account number provided by FADV	R

Example:

<BackgroundCheck xmlns="http://ns.hr-xml.org" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://ns.hr-xml.org BackgroundCheck.xsd fast HRXMLFASTExtension.xsd" userId="username"
password="password" account="orgID">

Note: Extensions to the BackgroundCheck schema provided by the HR-XML consortium are available. In order to utilize these extensions, changes are required to the contents of the <BackgroundCheck> element. For more information, please contact your Customer Account Specialist.

4.1.2 <BackgroundSearchPackage> Element

Within the <BackgroundCheck> element, each individual candidate should be given their own <BackgroundSearchPackage> element that contains personal information and services requested for that candidate.

The <ReferenceId> element, which is the child of the <BackgroundSearchPackage> element, is to be utilized by the client for specifying a unique identifier for this particular order. This element will be used to link the record in the client's system to the record in FADV's system. This is a required field and must be a unique value for each order submitted to FADV.

The following information should be sent in the <ReferenceId> element.

Element	Description	Required/Optional	Maximum Length
<IdValue>	Client unique reference identifier for specific request	R	50

Example:

<ReferenceId>
    <IdValue>123</IdValue>
</ReferenceId>

4.1.3 <ProcessingInformation> Element

This element is primarily used to define how the client wants FADV to handle the order, for example the priority of the order, if it is a progressive order or not, etc.

Within the <BackgroundSearchPackage> element should be the <ProcessingInformation> element.

Element	Description	Required/Optional	Maximum Length
<ProcessingInformation>	Information on how the Order needs to be processed	O	

Within the <ProcessingInformation> element should be the <ScopeOfWork> element.

Element	Description	Required/Optional	Maximum Length
<ScopeOfWork>	Scope of Work element contains the actual data on how the order needs to be processed	O	

The following information should be provided in the <ScopeOfWork> element.

Element	Description	Required/Optional	Maximum Length	Data Definition
@type	Detail	O		"Detail"
@qualifier	Qualifier	R		
<Text>	Scope of Work Data	R	25	

4.1.3.1 Scope of Work Data and Qualifier Definitions

Following are the qualifiers that are currently supported by First Advantage:

Name	Description
Priority	"High", "Medium" or "Low"
ProgressiveOrder	"true" or "false"
AllCheckCompletetoPreQC	"true" or "false"

Note: The following are the qualifier data that are currently supported by FADV and the scope of this will be enlarged as more will be identified.

Example:

```
<ProcessingInformation>
    <ScopeOfWork type="Detail" qualifier="Priority">
        <Text>High</Text>
    </ScopeOfWork>
</ProcessingInformation>
```

4.1.4 **<PersonalData> Element**

Within the <BackgroundSearchPackage> element, should be the <PersonalData> element. Within the <PersonalData> element should be the <PersonName> element. The following information should be provided in the <PersonName> element.

Element	Description	Required/Optional	Maximum Length
<FormattedName>	Last, First Middle	O	70
<GivenName>	First Name	R	35
<MiddleName>	Middle Name	O	35
<FamilyName>	Last Name	R	35
<FamilyName prefix="maidenName"/>	MaidenName	O	35
<Affix type="formOfAddress"/>	Title	O	5

Additional names (AKAs or aliases) can also be provided within the <PersonalData> element. If an additional name is provided, then an optional type attribute ("Alias") must also be included. Please note that an alias is not required and the given and last name are only required fields should a <PersonName> element be provided with an alias type attribute.

Element	Description	Required/Optional	Maximum Length
<FormattedName>	Last, First Middle	O	70
<GivenName>	First Name	R	35
<MiddleName>	Middle Name	O	35
<FamilyName>	Last Name	R	35
<FamilyName prefix="maidenName"/>	MaidenName	O	35
<Affix type="formOfAddress"/>	Title	O	5

Example:

```
<PersonName>
    <FormattedName>Last, First M</FormattedName>
    <GivenName>First</GivenName>
    <MiddleName>M</MiddleName>
    <FamilyName>Last</FamilyName>
</PersonName>
<PersonName type = "Alias">
    <FormattedName>AliasLast, AliasFirst AliasM</FormattedName>
    <GivenName>AliasFirst</GivenName>
    <MiddleName>AliasM</MiddleName>
    <FamilyName>AliasLast</FamilyName>
</PersonName>
```

Within the <PersonalData> element should be the <PostalAddress> element. The following information should be provided in the <PostalAddress> element.

Element	Description	Required/Optional	Maximum Length
<CountryCode>	Country	R	2
<PostalCode>	Zip Code	R	10
<Region>	State/Province	R	2 or 3 or 40
<Municipality>	City	R	35

The <PostalAddress> element has two optional attributes, 'validFrom' and 'validTo'. These are used to communicate the valid dates for the addresses. The dates can be provided in the below formats.

      a. YYYY-MM-DD

      b. YYYY-MM

      c. YYYY

Communicating the current address is often important in determining criminal jurisdictions and credit checks. To denote the candidate's current address of residence, set the 'validTo' attribute to '9999'.

Within the <PostalAddress> element should be the <DeliveryAddress> element. The following information should be provided in the <DeliveryAddress> element. Please note however, that the street number and street name (i.e., 123 Main Street) must be included in 'Address Line 1'. The street number and street name should not be split between 'Address Line 1' and 'Address Line 2'.

Element	Description	Required/Optional	Maximum Length
<AddressLine>	Address Line 1	R	35

<AddressLine>	Address Line 2	O	35

Within the <PersonalData> element should be the <ContactMethod> element. A candidate may have multiple contact methods. Please note that while candidate contact information is normally optional, it may be required if ordering specific services (i.e., the Exit Interview service).

a) The candidate's home telephone number should be placed in the <Telephone> element, which is a child element of the <ContactMethod> element. The <Use> child element of the <ContactMethod> element should be set to 'personal' and the <Location> child element set to 'home'.

b) The candidate's mobile phone number should be placed in the <Telephone> element, which is a child element of the <ContactMethod> element. The <Location> child element should be set to 'onPerson'.

c) The candidate's work telephone number should be placed in the <Telephone> element, which is a child element of the <ContactMethod> element. The <Use> child element of the <ContactMethod> element should be set to 'business' and the <Location> child element set to 'office'.

d) The candidate's fax number should be placed in the <Fax> element, which is a child element of the <ContactMethod> element.

e) The following information should be provided with the <Telephone> and <Fax> elements.

Element	Description	Required/Optional	Maximum Length
<FormattedNumber>	Phone/Fax Number	O	20

f) The candidate's email address should be provided in the <ContactMethod> element. The following information should be provided.

Element	Description	Required/Optional	Maximum Length
<InternetEmailAddress>	E-Mail Address	O	255

Within the <PersonalData> element should be the <DemographicDetail> element. The following information should be provided within the <DemographicDetail> element.

Element	Description	Required/Optional	Maximum Length
<GovernmentId countryCode="US" issuingAuthority="SSN">	Social Security Number	R	9
<DateofBirth>	Date of Birth	R	YYYY-MM-DD
<GenderCode>	Gender	R	1
<Nationality>	Nationality	O	2
<Other>	Comments	O	255

Please note that for non-US candidates, the country code and issuing authority may be different. For example, if the request is for a Canadian candidate to be completed on the platform responsible for Canadian background investigations, the county code would be 'CA' and the issuing authority would be 'SIN'.

Example:

```
<GovernmentId countryCode="CA" issuingAuthority="SIN">111111111</GovernmentId>
```

Additionally, more than one government ID can be included for a single candidate as long as either the country code or the issuing authority is different.

Example:

```
<GovernmentId countryCode="US" issuingAuthority="SSN">321549876</GovernmentId>
<GovernmentId countryCode="US" issuingAuthority="Passport">C000015490</GovernmentId>
```

The following options are available as gender codes:

- 0 – Not Known
- 1 – Male
- 2 – Female
- 9 – Not specified

Example:

```
<PersonalData>
  <PersonName>
    <FormattedName>LAST, FIRST MIDDLE</FormattedName>
    <GivenName>FIRST</GivenName>
    <MiddleName>MIDDLE</MiddleName>
    <FamilyName>LAST</FamilyName>
  </PersonName>
  <PersonName type = "Alias">
    <FormattedName>ALIASLAST, ALIASFIRST ALIASMIDDLE</FormattedName>
    <GivenName>ALIASFIRST</GivenName>
    <MiddleName>ALIASMIDDLE</MiddleName>
    <FamilyName>ALIASLAST</FamilyName>
  </PersonName>
  <PostalAddress validTo = "9999">
    <CountryCode>US</CountryCode>
    <PostalCode>33629</PostalCode>
    <Region>FL</Region>
    <Municipality>TAMPA</Municipality>
    <DeliveryAddress>
      <AddressLine>123 MAIN STREET</AddressLine>
      <AddressLine>APARTMENT 1</AddressLine>
    </DeliveryAddress>
  </PostalAddress>
  <ContactMethod>
    <Use>personal</Use>
    <Location>home</Location>
    <Telephone>
      <FormattedNumber>813-555-1212</FormattedNumber>
    </Telephone>
    <Fax>
      <FormattedNumber>813-555-1213</FormattedNumber>
    </Fax>
    <InternetEmailAddress>NAME@EMAIL.COM</InternetEmailAddress>
  </ContactMethod>
```

```
<ContactMethod>
    <Location>onPerson</Location>
    <Mobile>
        <FormattedNumber>813-555-1214</FormattedNumber>
    </Mobile>
</ContactMethod>
<DemographicDetail>
    <GovernmentId countryCode = "US" issuingAuthority = "SSN">123456789</GovernmentId>
    <DateOfBirth>1901-01-01</DateOfBirth>
    <GenderCode>1</GenderCode>
    <Nationality>IN</Nationality>
    <Other>none</Other>
</DemographicDetail>
</PersonalData>
```

4.1.5 <SupportingDocumentation> Element

The Supporting Documentation Element is currently used to provide delivery information used when delivering the status of the Background Investigation(s) to the client as and when it happens within the First Advantage systems.

   a) Background Check Status Delivery Routing on Completion of Background Checks

   Upon completion First Advantage will route the status of a Background Investigation to a specific partner system using the provided credentials. Please note that the userID and password provided in the RoutingId element will be used when sending result notifications. Also, the internet web address provided needs to support SOAP or HTTPS (see example below).

   Example:
```
<SupportingDocumentation>
    <Documentation type = "result">
        <InternetWebAddress>http://test/backgroundCheckStatus.asmx</InternetWebAddress>
        <RoutingId>
            <IdValue name = "userId">test</IdValue>
            <IdValue name = "password">test</IdValue>
        </RoutingId>
    </Documentation>
</SupportingDocumentation>
```

4.1.6 <Screenings> Element

FADV utilizes HR-XML to provide customers with a method of using unique references within an HR-XML request to identify their investigations and generate advanced reports by grouping investigations with these references. These references can be included within the <ReferenceId> element, which is a child element of the <Screenings> element.

4.1.6.1 Cost Codes

Cost codes are identifiers that can be used to group investigations into categories determined useful by the client. They may satisfy requirements for grouping investigations in reports by criteria such as hiring manager, department, region or cost center.

All of cost codes must be defined in advance with FADV. This is a process by which a customer defines the types of cost codes (i.e. region, department) and their accepted values (i.e. Western USA, South America, Human Resources, Engineering, Sales, etc).

FADV also has the ability to affect viewing permissions based upon cost code values. For example, specific recruiters or human resources personnel can be setup so that they can only see investigations with specific cost code values (i.e. a west coast recruiter can only see investigations submitted with the Western USA cost code). If these viewing permissions are used, it is recommended that a strict set of values are defined and any requests not using these values are rejected. Otherwise, these investigations may never be seen by a FADV user.

The <ReferenceId> element, which is the child of the <Screenings> element, can be utilized to provide the cost code identifier for each candidate.

The following information should be provided in the <ReferenceId> element.

Element	Description	Required/Optional	Maximum Length
<IdValue>	Client cost code	O	10

It is **critical** that the 'name' attribute be specified in advance with First Advantage before submitting investigations. Explicit settings within the FADV system determine whether an IdValue used will be treated as a client reference or a cost code. Failure to use the name attribute with a predefined value will result in FADV ignoring the values or rejecting the investigation request. In the example below, a cost code named 'Department' is used, with an IDValue of 'Sales'.

Example:

```
<Screenings>
   <ReferenceId>
      <IdValue name = "Department">Sales</IdValue>
   </ReferenceId>
</Screenings>
```

4.1.6.2 Client Packages

The services provided in a background investigation are determined through the selection of a client package. A package is a collection of services, rules and logic that is applied to each order during a background investigation. When ordering investigations through the FADV web interface, customers are prompted to select a client package. This allows customers to define different rules for different investigations (i.e. a customer service position, a delivery driver position, an executive position).

Integration partners can communicate the client package via standard HR-XML by using the <PackageID> element, which is a child element of the <Screenings> element. If left unspecified, FADV uses a configurable default value. The following information should be provided within the <PackageId> element.

Element	Description	Required/Optional	Maximum Length
<IdValue>	Package number provided by FADV	R	10

Example:

```
<Screenings>
   <PackageId>
```

```
      <IdValue>1055</IdValue>
    </PackageId>
  </Screenings>
```

This above communicates that this particular investigation should use the package identified by the number 1055. PackageIds will be supplied by FADV and will be different in testing and production environments.

4.1.6.3 Hukou Data

The Hukou Data section defines the data that is required for the First Advantage Asia Pacific Investigation Team to conduct searches based out of China.

The search data will be required for all searches that are gathered for Asia Pacific China Region. This data will be passed across to the First Advantage HRXML service inside the PriorPersonalData element that can be defined inside the Screenings element.

The PriorPersonalData needs to be passed AFTER the Package Id element in the Screenings section of the HRXML.

The PriorPersonalData follows the same pattern as defined in the PersonalData Section of this document.

Following are the key identifiers that will be used to identify by First Advantage that it is Hukou data. This is primarily defined in the attributes of the PriorPersonalData element.

Attribute	Description	Required/Optional	Data Definition	Maximum Length
type	Type of PriorPersonalData	R	Other	
idsource	Source of Data	R	Employer, University or HR-Agent	
idReference	Type of Data	R	Hukou	

4.1.6.3.1 PostalAddress

Within the <PriorPersonalData> element should be the <PostalAddress> element.   The following information should be provided in the <PostalAddress> element. The PostalAddress element defines the address where the Candidate lived or is living in China.

Element	Description	Required/Optional	Maximum Length
<CountryCode>	Country	R	2
<PostalCode>	Zip Code	O	10
<Region>	State/Province	R	2 or 3 or 40
<Municipality>	City	R	35
<AddressLine>	Address	R	50

4.1.6.3.2 Contact Method

Within the <PriorPersonalData> element should be the <ContactMethod> element.   The following information should be provided in the <ContactMethod> element. The ContactMethod element defines the address of the University or Employer or HR-Agent.

Following are the elements defined inside the <ContactMethod> element:

Element	Description	Required/Optional	Data Definition	Maximum Length
Use	Usage Definition of the Data defined in this section	R	Business	
PostalAddress	Contains the Postal Address information of the University, Employer or HR-Agent	R		

Following are the elements defined inside the <PostalAddress> element:

Element	Description	Required/Optional	Maximum Length
<CountryCode>	Country	R	2
<PostalCode>	Zip Code	O	10
<Region>	State/Province	R	2 or 3 or 40
<Municipality>	City	R	35
<AddressLine>	Address	R	50

4.1.6.3.3 Demographic Detail

The following include some of the detailed information that is required for First Advantage for Hukou related information.

- File Number with the Employer, University or HR-Agent
- Police Office Information

These elements are defined in the <DemographicDetail> element inside the <PriorPersonalData> element

Element	Description	Required/Optional	Maximum Length
<OtherId>	File Number with the Employer, University or HR-Agent	R	25
<Other>	Police Office	R	25

Example:

```
<Screenings>
    <PackageId>
        <IdValue>1055</IdValue>
    </PackageId>
    <PriorPersonalData type="Other" idSource="Employer" idReference="Hukou">
        <EffectiveDate>
            <StartDate>
                <StringDate>01/01/2000</StringDate>
            </StartDate>
            <EndDate>
                <StringDate>notApplicable</StringDate>
            </EndDate>
        </EffectiveDate>
        <PostalAddress>
```

```
                    <CountryCode>CN</CountryCode>
                    <PostalCode>PostalCode</PostalCode>
                    <Region>State</Region>
                    <Municipality>City</Municipality>
                    <DeliveryAddress>
                         <AddressLine>Street Address</AddressLine>
                    </DeliveryAddress>
               </PostalAddress>
               <ContactMethod>
                    <Use>business</Use>
                    <PostalAddress>
                         <CountryCode>CN</CountryCode>
                         <PostalCode>PostalCode</PostalCode>
                         <Region>State</Region>
                         <Municipality>City</Municipality>
                         <DeliveryAddress>
                              <AddressLine>Street Address</AddressLine>
                         </DeliveryAddress>
                    </PostalAddress>
               </ContactMethod>
               <DemographicDetail>
                    <OtherId>File Number</OtherId>
                    <Other type="PoliceOffice">Police Office</Other>
               </DemographicDetail>
          </PriorPersonalData>
     </Screenings>
```

4.1.6.3.4 Other Screening Elements

HRXML does not have native support for some of the basic elements that might be required for conducting a Background Check, so the <AdditionalItem> elements within the Screenings element is useful for data that cannot be gathered within the basic BackgroundCheck elements. The AdditionalItems element serves as an element for data that is not defined in HRXML.

4.1.6.3.4.1 Marital Status

The Martial Status element utilizes the AdditionalItems definition inside the <Screenings> Element. The following definition best defines how Martial Status data can be passed across to First Advantage.

Example:
```
     <Screenings>
          <PackageId>
               <IdValue>1055</IdValue>
          </PackageId>
          <AdditionalItems qualifier="MartialStatus">
               <Text></Text>
          </AdditionalItems>
     </Screenings>
```

The following are possible values that can be passed within the MartialStatus element:

Name	Description
Domestic Partner	Domestic Partner
Divorced	Divorced
Married	Married
Unreported	Not Reported by the Candidate
Seperated	Seperated
Unmarried	Unmarried
Widowed	Widowed
Legally Seperated	Legally Seperated

Note: The above definitions have been declared based on HRXML specifications. ([Source])

4.2 Screening Services

4.2.1 Individual Services

The following are the services offered for individual investigations through FADV:

Service Name	Asia Pacific	Australia	India	UK
CREDIT REPORT			X	
EDUCATION VERIFICATION PRODUCTS				
• EDUCATION VERIFICATION	X	X	X	X
• PROFESSIONAL	X	X	X	X
EMPLOYMENT VERIFICATION	X	X	X	X
ADDRESS VERIFICATION	X	X	X	X
REFERENCE VERIFICATION PRODUCTS				
• REFERENCE	X	X	X	X

4.3   Requesting Screening Services

4.3.1 <Screening> Element

HR-XML supports a structure where multiple <SearchXYZ> child elements can be used within a given <Screening> element (i.e. <SearchEmployment>, <SearchEducation>, etc). The screening element is the specification of data relevant to requesting a specific invocation of a service within a candidate's background investigation. For example, this element can specify information relating to a candidate's claims for prior employment.

However, certain information is only available within the <Screening> element that is not repeated in specific <SearchXYZ> child elements. An example of this is the <CountryCode> and <Region> child elements of the <Screening> element. Due to this limitation, First Advantage requests that integration partners supply a separate <Screening> element to wrap each <SearchXYZ> child element. This prevents ambiguity in the usage of the <CountryCode> and <Region> child elements of the <Screening> element across the <SearchXYZ> child elements.

Example:

```
<!--Employment One -->
<Screening type = "employment">
   <SearchEmployment>
      <!--Employment Details -->
   </SearchEmployment>
</Screening>
<!--Employment Two -->
<Screening type = "employment">
   <SearchEmployment>
      <!--Employment Details -->
   </SearchEmployment>
</Screening>

<!--Education One -->
<Screening type = "education">
   <SearchEducation>
      <!--Education Details -->
   </SearchEducation>
</Screening>
<!--Education Two -->
<Screening type = "education">
   <SearchEducation>
      <!--Education Details -->
   </SearchEducation>
</Screening>
```

4.3.2 Screening Qualifiers

Below is a list of Screening types and qualifiers for various services in FADV.

Service	HR-XML Screening Type	HR-XML Screening Qualifier
Court Products		
• International Criminal	"criminal"	"x:international",
Credit Report	"credit"	N/A
Education Verification Products		
• Education Verification	"education"	"x:education"
• Professional Qualification	"education"	"x:professional"
Employment Verification	"employment"	N/A
Reference Verification Products		
• Reference	"reference"	N/A
100 Point Check	"other"	"x:100pointcheck"
Acceptable Use Policy Agreement	"other"	"x:acceptableusepolicyagreement"
Acceptance and Confirmation	"other"	"x: acceptanceandconfirmation"
Acceptance of Contract	"other"	"x:acceptanceofcontract"

Service	HR-XML Screening Type	HR-XML Screening Qualifier
Accreditation	"other"	"x:accreditation"
Acceptable Use Policy agreement	"other"	"x:acceptableusepolicyagreement"
Acceptance and confirmation	"other"	"x:acceptanceandconfirmation"
Acceptance of Contract – Adecco	"other"	"x:acceptanceofcontractadecco"
Acceptance of Contract - B and C	"other"	"x:acceptanceofcontractbandc"
Acceptance of Contract – Hyphen	"other"	"x:acceptanceofcontracthyphen"
Acceptance of Contract – Spring	"other"	"x:acceptanceofcontractspring"
Acceptance of Contract General	"other"	"x:acceptanceofcontractgeneral"
Acceptance of contract - B and C	"other"	"x:acceptanceofcontractbandc"
Acceptance of contract – Hyphen	"other"	"x:acceptanceofcontracthyphen"
Certificate of Incorporation - Adecco	"other"	"x:certificateofincorporationadecco"
Certificate of Incorporation - B and C	"other"	"x:certificateofincorporationbandc"
Certificate of Incorporation - Hyphen	"other"	"x:certificateofincorporationhyphen"
Certificate of Incorporation - Spring	"other"	"x:certificateofincorporationspring"
Certificate of Incorporation General	"other"	"x:certificateofincorporationgeneral"
Code of conduct	"other"	"x:codeofconduct"
Confidentiality Agreement.	"other"	"x:confidentialityagreement."
Credit Check form	"other"	"x:creditcheckform"
Cv	"other"	"x:cv"
Declaration form	"other"	"x:declarationform"
Declaration of secrecy	"other"	"x:declarationofsecrecy"
External Auditor policy (E and Y Policy)	"other"	"x:externalauditorpolicy(eandypolicy)"
Health and Safety form	"other"	"x:healthandsafetyform"
ISMS form	"other"	"x:ismsform"
Legal Right to Work - Computer People	"other"	"x:legalrighttoworkcomputerpeople"
Legal Right to Work – Adecco	"other"	"x:legalrighttoworkadecco"
Legal Right to Work - B and C	"other"	"x:legalrighttoworkbandc"
Legal Right to Work - Computer People	"other"	"x:legalrighttoworkcomputerpeople"
Legal Right to Work – General	"other"	"x:legalrighttoworkgeneral"
Legal Right to Work – Hyphen	"other"	"x:legalrighttoworkhyphen"
Legal Right to Work – Spring	"other"	"x:legalrighttoworkspring"
Non Disclosure agreement	"other"	"x:nondisclosureagreement"
Personal Interest form	"other"	"x:personalinterestform"
Proof of Address – General	"other"	"x:proofofaddressgeneral"
Proof of Address – Hyphen	"other"	"x:proofofaddresshyphen"
Your responsibilities	"other"	"x:yourresponsibilities"
Add Info	"other"	"x:addinfo"

Service	HR-XML Screening Type	HR-XML Screening Qualifier
Additional Information - AVIVA Hyphen	"other"	"x:additionalinformationavivahyphen"
Additional Information - AVIVA Perm	"other"	"x:additionalinformationavivaperm"
Additional Information - AVIVA Spring	"other"	"x:additionalinformationavivaspring"
Additional Information – Actis	"other"	"x:additionalinformationactis"
Additional Information – BNP	"other"	"x:additionalinformationbnp"
Additional Information - BNP Paribas Securities	"other"	"x:additionalinformationbnpparibassecurities"
Additional Information - BOA CP	"other"	"x:additionalinformationboacp"
Additional Information - BOA Ireland Card	"other"	"x:additionalinformationboairelandcard"
Additional Information - BOA Ireland Non Card	"other"	"x:additionalinformationboairelandnoncard"
Additional Information - BOA UK	"other"	"x:additionalinformationboauk"
Additional Information - Barclays Africa	"other"	"x:additionalinformationbarclaysafrica"
Additional Information - BlackRock GB	"other"	"x:additionalinformationblackrockgb"
Additional Information - CP HSBC	"other"	"x:additionalinformationcphsbc"
Additional Information - Corporate Property	"other"	"x:additionalinformationcorporateproperty"
Additional Information - Criminal Information	"other"	"x:additionalinformationcriminalinformation"
Additional Information - DB UK	"other"	"x:additionalinformationdbuk"
Additional Information - E-TRADE	"other"	"x:additionalinformationetrade"
Additional Information - HSBC CP	"other"	"x:additionalinformationhsbccp"
Additional Information - JP Morgan	"other"	"x:additionalinformationjpmorgan"
Additional Information - Jefferies (ROW)	"other"	"x:additionalinformationjefferies(row)"
Additional Information - Jefferies (UK Only)	"other"	"x:additionalinformationjefferies(ukonly)"
Additional Information – PGDS	"other"	"x:additionalinformationpgds"
Additional information	"other"	"x:additionalinformation"
Address Insuf	"other"	"x:addressinsuf"
Database Insuf	"other"	"x:databaseinsuf"
Education Insuf	"other"	"x:educationinsuf"
Employment Insuf	"other"	"x:employmentinsuf"
Personal Insuf	"other"	"x:personalinsuf"
Professional Insuf	"other"	"x:professionalinsuf"
Securities BNP	"other"	"x:securitiesbnp"
Supervisor Insuf	"other"	"x:supervisorinsuf"
Address Insufficiency	"other"	"x:addressinsufficiency"
Database Insufficiency	"other"	"x:databaseinsufficiency"
Education Insufficiency	"other"	"x:educationinsufficiency"
Employment Insufficiency	"other"	"x:employmentinsufficiency"
Personal Insufficiency	"other"	"x:personalinsufficiency"

Service	HR-XML Screening Type	HR-XML Screening Qualifier
Professional Insufficiency	"other"	"x:professionalinsufficiency"
Supervisor Insufficiency	"other"	"x:supervisorinsufficiency"
address history	"other"	"x:addresshistory"
Alcohol Test	"other"	"x:alcoholtest"
Australian National Police Check	"other"	"x:australiannationalpolicecheck"
Australian Regulatory	"other"	"x:australianregulatory"
Bankruptcy Check	"other"	"x:bankruptcycheck"
Barangay Reference	"other"	"x:barangayreference"
Basic Credit	"other"	"x:basiccredit"
Biometric check	"other"	"x:biometriccheck"
CV	"other"	"x:cv"
Certificate of Incorporation	"other"	"x:certificateofincorporation"
Character Reference Check	"other"	"x:characterreferencecheck"
Code of Conduct	"other"	"x:codeofconduct"
Company verification	"other"	"x:companyverification"
Registrar Of Companies (ROC) / Ministry of Corporate Affairs	"other"	"x:registrarofcompanies(roc)/ministryofcorporateaffairs"
TAN Verification	"other"	"x:tanverification"
Compliance Information	"other"	"x:complianceinformation"
Compliance Information - DB UK	"other"	"x:complianceinformationdbuk"
Confidentiality Agreement	"other"	"x:confidentialityagreement"
UK Credit Search (Experian)	"other"	"x:ukcreditsearch(experian)"
Credit Check Form	"other"	"x:creditcheckform"
Additional personal information	"other"	"x:additionalpersonalinformation"
Criminal Check UK - Basic Disclosure	"other"	"x:criminalcheckukbasicdisclosure"
Criminal Check UK - Enhanced Disclosure	"other"	"x:criminalcheckukenhanceddisclosure"
Criminal Check UK - Standard Disclosure	"other"	"x:criminalcheckukstandarddisclosure"
Additional Personal Information	"other"	"x:additionalpersonalinformation"
Additional Personal information	"other"	"x:additionalpersonalinformation"
Criminal Record Check Australia	"other"	"x:criminalrecordcheckaustralia"
Criminal Watch List	"other"	"x:criminalwatchlist"
Criminality Watchlist	"other"	"x:criminalitywatchlist"
Current Address	"other"	"x:currentaddress"
Date of Birth	"other"	"x:dateofbirth"
Declaration Form	"other"	"x:declarationform"
Declaration of Secrecy	"other"	"x:declarationofsecrecy"
Directorship Details	"other"	"x:directorshipdetails"

Service	HR-XML Screening Type	HR-XML Screening Qualifier
Directorship Details – Barclays	"other"	"x:directorshipdetailsbarclays"
Directorship Details - Barclays Africa	"other"	"x:directorshipdetailsbarclaysafrica"
Directorship Search	"other"	"x:directorshipsearch"
Directorship details	"other"	"x:directorshipdetails"
Directorships and Shareholdings	"other"	"x:directorshipsandshareholdings"
Bank statement verification	"other"	"x:bankstatementverification"
Birth Date Check	"other"	"x:birthdatecheck"
Document Verification	"other"	"x:documentverification"
Form 16	"other"	"x:form16"
Income Tax return	"other"	"x:incometaxreturn"
Marriage Cetifciate Verification	"other"	"x:marriagecetifciateverification"
National Identity	"other"	"x:nationalidentity"
No objection certificate (NOC)	"other"	"x:noobjectioncertificate(noc)"
Residence Permit	"other"	"x:residencepermit"
Saral (Metros)	"other"	"x:saral(metros)"
Saral (Non Metros)	"other"	"x:saral(nonmetros)"
Training Certificate check	"other"	"x:trainingcertificatecheck"
driving license	"other"	"x:drivinglicense"
Drivers Licence	"other"	"x:driverslicence"
Driving Licence Details	"other"	"x:drivinglicencedetails"
Driving Licence Verification	"other"	"x:drivinglicenceverification"
Driving Licence	"other"	"x:drivinglicence"
External Auditor Policy (E and Y Policy)	"other"	"x:externalauditorpolicy(eandypolicy)"
Entitlement to Work	"other"	"x:entitlementtowork"
Employment Gap Checks	"other"	"x:employmentgapchecks"
Entitlement to Work Check	"other"	"x:entitlementtoworkcheck"
Essential Information	"other"	"x:essentialinformation"
Essential Information – Barclays	"other"	"x:essentialinformationbarclays"
Essential Information - Barclays Capital	"other"	"x:essentialinformationbarclayscapital"
Essential Information - Barclays Capital France	"other"	"x:essentialinformationbarclayscapitalfrance"
Essential Information - Barclays Capital and Wealth	"other"	"x:essentialinformationbarclayscapitalandwealth"
Essential Information - Barclays Retail BFP	"other"	"x:essentialinformationbarclaysretailbfp"
Essential Information - Barclays Spring Group	"other"	"x:essentialinformationbarclaysspringgroup"
Essential Information - Barclays Wealth	"other"	"x:essentialinformationbarclayswealth"
Essential Information – Experian	"other"	"x:essentialinformationexperian"
Financial Information	"other"	"x:financialinformation"

Service	HR-XML Screening Type	HR-XML Screening Qualifier
Gap in Address History	"other"	"x:gapinaddresshistory"
Employment Gap	"other"	"x:employmentgap"
Gap In Employment	"other"	"x:gapinemployment"
Gap in Employment History	"other"	"x:gapinemploymenthistory"
Gaps over 28 days	"other"	"x:gapsover28days"
Gaps over 3 months	"other"	"x:gapsover3months"
Gaps over 6 months	"other"	"x:gapsover6months"
Gaps over 8 weeks	"other"	"x:gapsover8weeks"
Health and Safety Form	"other"	"x:healthandsafetyform"
ISMS Form	"other"	"x:ismsform"
Income tax return	"other"	"x:incometaxreturn"
International Police Check	"other"	"x:internationalpolicecheck"
Israel Consumer Credit Check	"other"	"x:israelconsumercreditcheck"
Land Registry Check	"other"	"x:landregistrycheck"
Professional Memberships	"other"	"x:professionalmemberships"
Non Disclosure Agreement	"other"	"x:nondisclosureagreement"
Pan Card	"other"	"x:pancard"
Pan Card Verification	"other"	"x:pancardverification"
Passport Details	"other"	"x:passportdetails"
Passport – Keesing	"other"	"x:passportkeesing"
Passport – MRZ	"other"	"x:passportmrz"
Passport - Non MRZ	"other"	"x:passportnonmrz"
Passport verification	"other"	"x:passportverification"
Personal Interest Form	"other"	"x:personalinterestform"
Police Clearance Certificate	"other"	"x:policeclearancecertificate"
Laboratory Tests	"other"	"x:laboratorytests"
Physical Consultation	"other"	"x:physicalconsultation"
Pre employment health check	"other"	"x:preemploymenthealthcheck"
Radiology	"other"	"x:radiology"
Vision check-Up	"other"	"x:visioncheckup"
Professional Memberships Check	"other"	"x:professionalmembershipscheck"
Online - Professional Qualification	"other"	"x:onlineprofessionalqualification"
Professional Qualifications	"other"	"x:professionalqualifications"
Professional Qualifications / Licences CHECKS	"other"	"x:professionalqualifications/licencesch ecks"
Proof of Address	"other"	"x:proofofaddress"
Australian Regulatory Verification	"other"	"x:australianregulatoryverification"
Bankruptcy Verification	"other"	"x:bankruptcyverification"

Service	HR-XML Screening Type	HR-XML Screening Qualifier
Credit Verification	"other"	"x:creditverification"
Directorships Verification	"other"	"x:directorshipsverification"
Regulatory Verification	"other"	"x:regulatoryverification"
Regulatory	"other"	"x:regulatory"
Regulatory (Australia)	"other"	"x:regulatory(australia)"
Reputation and Character	"other"	"x:reputationandcharacter"
Reputation and Character - DB UK	"other"	"x:reputationandcharacterdbuk"
Right to Work	"other"	"x:righttowork"
SSN Online	"other"	"x:ssnonline"
Salary Verification	"other"	"x:salaryverification"
Signed Contract	"other"	"x:signedcontract"
UK Consumer Credit Search	"other"	"x:ukconsumercreditsearch"
UK Credit Search (Equifax)	"other"	"x:ukcreditsearch(equifax)"
UK Testing	"other"	"x:uktesting"
UK Consumer Credit Search VDi	"other"	"x:ukconsumercreditsearchvdi"
Adverse Media Search	"other"	"x:adversemediasearch"
Web and Media	"other"	"x:webandmedia"
Your Responsibilities	"other"	"x:yourresponsibilities"
Appointment of Beneficiary for Gratuity Fund	"other"	"x:appointmentofbenificiaryforsuperannuationfund"
Appointment of Beneficiary for Superannuation Fund	"other"	"x:appointmentofbenificiaryforgratuityfund"
Database Requirements	"other"	"x:databasesrequirment"
Education Requirements	"other"	"x:educationrequirement"
Employee Provident Fund Account Transfer	"other"	"x:employeeprovidentfundaccounttransfer"
Employment Requirements	"other"	"x:employmentrequirements"
Family Information	"other"	"x:familyinformation"
Membership of Professional Bodies	"other"	"x:membershipofprofessionalbodies
Nomination and Declaration for Employee Provident Fund	"other"	"x:ndepf"
Personal Details Requirements	"other"	"x:personaldetailsrequirement"
Professional Requirements	"other"	"x:professionalrequirement"
Self-Disclosure	"other"	"x:selfdisclosure"
Supervisor Requirements	"other"	"x:supervisorrequirement"
Trainings Attended	"other"	"x:trainingaddended"
Unemployment Details	"other"	"x:unemploymentdetails"
Declaration Check	"other"	"x:declarationcheck"
Declaration Questionnaire	"other"	"x:declarationquestionare"
Directorship Information	"other"	"x:directorshipinformation"

Service	HR-XML Screening Type	HR-XML Screening Qualifier
Language Proficiencies	"other"	"x:languageproficiencies"
Language Proficiencies – DB	"other"	"x:languageproficienciesdb"
Professional memberships	"other"	"x:professionamemmbership"
Address	"address"	NA

4.3.3 Additional Screening Elements

HRXML does not cover the entire breath of all elements that might be required for a particular service. These XML elements will be required and will be added for a particular service using the "AdditionalItems" element construct inside the Screening element

Example:

```
<Screening type = "criminal" qualifier = "x:xxxxxx">
   <CountryCode>GB</CountryCode>
   <Region>London</Region>
   <AdditionalItems type = "x:birthCity">
      <Text>San Diego</Text>
   </AdditionalItems>
   <AdditionalItems type = "x:birthCountry">
      <Text>US</Text>
   </AdditionalItems>
</Screening>
```

4.3.4 Additional BackgroundCheck Services

Also, HRXML covers only the basic background check services and not the exhaustive list of services. So any questions or data that is not supported by the HRXML will be added as an Additional Item in the "AdditionalItems" element inside the "Screening" element <mark>and qualifier of addional will be the question name of package for this service.</mark>

<mark>NOTE: The Respective field mandatory or optional is depending upon Package defined for clients.</mark>

Example:

```
<Screening type = "other" qualifier = "x:xxxxxx">
   <!--Optional Country Code and State/Province Elements -->
   <CountryCode>IN</CountryCode>
   <Region>KA</Region>
   <AdditionalItems qualifier="PassportNumber">
        <Text>A3434343</Text>
   </AdditionalItems>
   <AdditionalItems qualifier="DocumentID">
        <Text>XIDFDF8888</Text>
   </AdditionalItems>
</Screening>
```

4.3.5 Specific Services
Below is a list of the available services FADV currently supports.

4.3.5.1 Court Requests

Court Screening Elements:

Please note: The following do not pertain to International Courts. Please see the International Courts section for elements specific to International Courts. **ALL court requests that do not pertain to US searches or the Canadian Criminal Volunteer Record Check should be submitted as International Courts requests.**

Within the <Screening> element, the below information is provided.

Element	Description	Required/Optional	Maximum Length
<CountryCode>	Country	R	2
<Region>	State	R	2 or 3 or 40

Within the <SearchCriminal> element, the below information is provided.

Element	Description	Required/Optional	Maximum Length
<Municipality>	City	R	35
<PostalCode>	Zip Code	R	10
<County>	County	O	60

4.3.5.1.1 Admitted Charges

Admitted Charges can be included in the request and FADV will auto-order additional criminal searches based on the provided information. The request can be requested by including the <Screening> element with the type attribute set to 'criminal' and the qualifier attribute set to 'x:admittedcharges'. Within the <CriminalCase> element, the below information is provided.

Element	Description	Required/Optional	Maximum Length
<CountryCode>	Country	O	2
<Region>	State	O	2 or 3 or 40
<Municipality>	City	O	35
<County>	County	O	60

Within the <Charges> element, the below information is provided.

Element	Description	Required/Optional	Maximum Length
<ChargeOrComplaint>	Charge	O	255
<ChargeTypeClassification>	Charge Classification	O	255
<ArrestDate>	Arrest Date	O	
<OffenseDate>	Offense Date	O	
<SentenceDate>	Sentence Date	O	

Element	Description	Required/Optional	Maximum Length
<Disposition>	Disposition	O	255
<DispositionDate>	Disposition Date	O	

Although, the HR-XML standard specifies that one or more charges can be included within a single CriminalCase, it is STRONGLY recommended that only one charge be included per CriminalCase (see example below). Also, while all fields are optional, additional searches may not be developed unless sufficient information is provided.

Additionally, while FADV can accept any text within the Charge Classification or Disposition fields, it is recommended that one of the following be used:

Charge Classification	Disposition
Capias	deferred adjudication
Felony	Dismissed
felony reduced to misdemeanor	Guilty
Forfeiture	no contest
Infraction	not guilty
Misdemeanor	Pending
misdemeanor reduced to violation	plead guilty
ordinance violation	probation before judgment
petty offense	stet docket
Sealed	Other
show cause	
Summary	
Traffic	
Violation	
Unknown	

4.3.5.1.2 International Criminal Screening Elements

Please note that ALL court requests that do not pertain to US searches or the Canadian Criminal Volunteer Record Check should be submitted as International Courts requests.

Within the <Screening> element, the below information is provided.

Element	Description	Required/Optional	Maximum Length
<CountryCode>	Country	R	2
<Region>	State/Province	O	40

Within the <SearchCriminal> element, the below information is provided.

Element	Description	Required/Optional	Maximum Length
<Municipality>	City	O	35
<PostalCode>	Zip Code	O	10
<CourtType>	Type of Court	O	40

International Criminal Additional Items:

Within the <SearchCriminal> element, the <AdditionalItems> element should contain a <Text> element, which should contain the following information with the type attribute set to the following values.

Element	Description	Required/Optional	Maximum Length
<AdditionalItems type="x:address"> <Text>	Address	O	60
<AdditionalItems type="x:birthCity"> <Text>	Birth City	O	60
<AdditionalItems type="x:birthCountry"> <Text>	Birth Country	R	2
<AdditionalItems type="x:fathersName"> <Text>	Father's Full Name	R	60
<AdditionalItems type="x:governmentID"> <Text>	Government/ National ID	R	60
<AdditionalItems type="x:mothersName"> <Text>	Mother's Maiden Name	R	60
<AdditionalItems type="x:yearsAtResidence"> <Text>	Years at Residence	O	2

Please note that different countries require different items which is why several different elements are required. If the required data is not applicable for a specific country, please include 'NA'. Also, 'Years at Residence' should be a numeric value, i.e, '10'. The following are NOT acceptable entries for 'Years at Residence':

   '1 year'
   '10 months'
   'Five'
   '1980-1990'

Example:

```
<Screening type = "criminal" qualifier = "x:international">
   <CountryCode>GB</CountryCode>
   <Region>London</Region>
   <SearchCriminal>
      <Municipality>London</Municipality>
      <PostalCode>E24 2675</PostalCode>
      <CourtType>felonyMisdemeanor</CourtType>
      <AdditionalItems type = "x:birthCity">
         <Text>San Diego</Text>
      </AdditionalItems>
      <AdditionalItems type = "x:birthCountry">
         <Text>US</Text>
      </AdditionalItems>
      <AdditionalItems type = "x:mothersName">
         <Text>Jones</Text>
      </AdditionalItems>
      <AdditionalItems type = "x:fathersName">
         <Text>Richard John Smith</Text>
      </AdditionalItems>
      <AdditionalItems type = "x:governmentID">
         <Text>S8763540</Text>
      </AdditionalItems>
      <AdditionalItems type = "x:address">
```

```
        <Text>100 Tower Hill</Text>
      </AdditionalItems>
      <AdditionalItems type = "x:yearsAtResidence">
        <Text>5</Text>
      </AdditionalItems>
    </SearchCriminal>
  </Screening>
```

Any other other field which is not specified above and which is present in the package for employment service can add as addional items under   <SearchEducation> tag
For eg.

```
    <AdditionalItems qualifier = "xyz">
        <Text></Text>
    </AdditionalItems>
```

==NOTE: The Respective field mandatory or optional is depending upon Package defined for clients.==

4.3.5.2 Drug Test Request

A drug test report for a candidate can be requested by including the <Screening> element with the type attribute as 'drug'.

Example:

```
  <Screening type="drug"/>
```

FADV also has the functionality to accept the chain of custody (COC) information and use that information during the matching process with the drug testing agency. The COC can be included by including the <SpecimenIdNumber> element within the <SearchDrugs> element. Please note that this information is optional.

Example:

```
  <Screening type = "drug">
    <SearchDrugs>
      <SpecimenIdNumber>
        <IdValue>0123456789</IdValue>
      </SpecimenIdNumber>
    </SearchDrugs>
```

4.3.5.3 Education Verification
Depending on the country/fulfillment system, different education services may be ordered.

4.3.5.3.1 Education Verification Request

An education request for a candidate can be requested by including the <SchoolOrInstitution> element with the schoolType attribute as 'college' with the <Screening> element.

It is very useful for a candidate to provide the phone number of a prior school. However, HR-XML does not currently provide a method of providing a phone number to contact a school.

Integration partners who wish to provide a school phone number can include the value in the <OtherApplicantInformation> child element of the <SearchEducation> element.

The <SchoolOrInstitution> element should be provided within the <EducationHistory> element, which is

within the <SearchEducation> element. The following information should be provided in the <SchoolOrInstitution> element.

Element	Description	Required/Optional	Maximum Length
<SchoolName>	Name of School	R	40

The <LocationSummary> element should be provided within the <SchoolOrInstitution> element. The following information should be provided in the <LocationSummary> element.

Element	Description	Required/Optional	Maximum Length
<Municipality>	City	O	35
<Region>	State	O	2 or 3 or 40
<CountryCode>	Country	R	2
<PostalCode>	Zip Code	O	10

The <Degree> element should be provided within the <Screening> element. The following information should be provided in the <Degree> element.

Element	Description	Required/Optional	Maximum Length
<DegreeName>	Name of Degree	R	20
<DegreeDate>	Date degree was received	O	
<DegreeMajor>	Major	R	40

The <EducationalMeasure> element should be provided within the <DegreeMeasure> element, which is within the <Degree> element. The following information should be provided in the <EducationalMeasure> element.

Element	Description	Required/Optional	Maximum Length
<MeasureSystem>	i.e. GPA	O	20
<MeasureValue>	Numeric GPA	O	5

The <DatesOfAttendance> element should be provided within the <Degree> element. The following information should be provided in the <DatesOfAttendance> element.

Element	Description	Required/Optional	Maximum Length
<StartDate>	Start Date	O	
<EndDate>	End Date	O	

There is additional info that can be included and utilized dependent upon the fulfillment system. This data should be provided as Additional Items under the <SearchEducation> element.

Element	Description	Required/Optional	Maximum Length
<AdditionalItems qualifier = "Comment">	Comment	O	40
<AdditionalItems qualifier = "EnrollmentNumber">	Enrollment Number	O	40
<AdditionalItems qualifier = "HallTicketnNumber">	Hall Ticket Number	O	40
<AdditionalItems qualifier = "HongKongID">	Hong Kong ID (HKID)	O	40
<AdditionalItems qualifier =	Identification Number	O	40

"IdentificationNumber">			
<AdditionalItems qualifier = "MembershipNumber">	Membership Number	O	40
<AdditionalItems qualifier = "RegistrationNumber">	Registration Number	O	40
<AdditionalItems qualifier = "SeatNumber">	Seat Number	O	40
<AdditionalItems qualifier = "SerialNumber">	Serial Number	O	40
<AdditionalItems qualifier = "SSN">	Social Security Number (SSN)	O	40

Any other other field which is not specified above and which is present in the package for employment service can add as addional items under   <SearchEducation> tag
For eg.

```
<AdditionalItems qualifier = "xyz">
    <Text></Text>
</AdditionalItems>
```

NOTE: The Respective field mandatory or optional is depending upon Package defined for clients.

Example:

```
<Screening type = "education">
  <SearchEducation>
    <EducationHistory>
      <SchoolOrInstitution schoolType = "college">
        <SchoolName>Seton Hall University</SchoolName>
        <School>
          <SchoolName>Seton Hall University</SchoolName>
        </School>
        <LocationSummary>
          <Municipality>SOUTH ORANGE</Municipality>
          <Region>NJ</Region>
          <CountryCode>US</CountryCode>
          <PostalCode>07007</PostalCode>
        </LocationSummary>
        <Degree>
          <DegreeName>BS</DegreeName>
          <DegreeDate>
              <StringDate>05/20/1987</StringDate>
          </DegreeDate>
          <DegreeMajor>
              <Name>Finance</Name>
          </DegreeMajor>
          <DegreeMeasure>
            <EducationalMeasure>
                <MeasureSystem>GPA</MeasureSystem>
                <MeasureValue>
                    <NumericValue>3.5</NumericValue>
                </MeasureValue>
            </EducationalMeasure>
          </DegreeMeasure>
          <DatesOfAttendance>
            <StartDate>
                <StringDate>09/02/1983</StringDate>
```

```
               </StartDate>
               <EndDate>
                  <StringDate>05/20/1987</StringDate>
               </EndDate>
            </DatesOfAttendance>
         </Degree>
      </SchoolOrInstitution>
   </EducationHistory>
   <OtherApplicantInformation>
      <IdValue name = "phoneNumber">973-254-9875</IdValue>
   </OtherApplicantInformation>
   <AdditionalItems qualifier = "Comment">
      <Text>None</Text>
   </AdditionalItems>
   <AdditionalItems qualifier = "EnrollmentNumber">
      <Text></Text>
   </AdditionalItems>
   <AdditionalItems qualifier = "HallTicketnNumber">
      <Text></Text>
   </AdditionalItems>
   <AdditionalItems qualifier = "HongKongID">
      <Text></Text>
   </AdditionalItems>
   <AdditionalItems qualifier = "IdentificationNumber">
      <Text></Text>
   </AdditionalItems>
   <AdditionalItems qualifier = "MembershipNumber">
      <Text></Text>
   </AdditionalItems>
   <AdditionalItems qualifier = "RegistrationNumber">
      <Text></Text>
   </AdditionalItems>
   <AdditionalItems qualifier = "SeatNumber">
      <Text></Text>
   </AdditionalItems>
   <AdditionalItems qualifier = "SerialNumber">
      <Text></Text>
   </AdditionalItems>
   <AdditionalItems qualifier = "SSN">
      <Text></Text>
   </AdditionalItems>
  </SearchEducation>
</Screening>
```

4.3.5.3.2 Professional

A Professional request for a candidate can be requested by including the < SchoolOrInstitution> element with the schoolType attribute as '6' within the <Screening> element.

It is very useful for a candidate to provide the phone number of a prior school/institution. However, HR-XML does not currently provide a method of providing a phone number to contact a school.

Integration partners who wish to provide a school phone number can include the value in the <OtherApplicantInformation> child element of the <SearchEducation> element.

The <SchoolOrInstitution> element should be provided within the <EducationHistory> element, which is within the <SearchEducation> element. The following information should be provided in the <SchoolOrInstitution> element.

Element	Description	Required/Optional	Maximum Length
<SchoolName>	Name of School	R	40

The <LocationSummary> element should be provided within the <SchoolOrInstitution> element. The following information should be provided in the <LocationSummary> element.

Element	Description	Required/Optional	Maximum Length
<Municipality>	City	O	35
<Region>	State	O	2 or 3 or 40
<CountryCode>	Country	R	2
<PostalCode>	Zip Code	O	10

The <Degree> element should be provided within the <Screening> element. The following information should be provided in the <Degree> element.

Element	Description	Required/Optional	Maximum Length
<DegreeName>	Name of Degree	R	20
<DegreeDate>	Date degree was received	R	
<DegreeMajor>	Major	O	40

The <EducationalMeasure> element should be provided within the <DegreeMeasure> element, which is within the <Degree> element. The following information should be provided in the <EducationalMeasure> element.

Element	Description	Required/Optional	Maximum Length
<MeasureSystem>	i.e. GPA	O	20
<MeasureValue>	Numeric GPA	O	5

The <DatesOfAttendance> element should be provided within the <Degree> element. The following information should be provided in the <DatesOfAttendance> element.

Element	Description	Required/Optional	Maximum Length
<StartDate>	Start Date	O	
<EndDate>	End Date	O	

Any other other field which is not specified above and which is present in the package for employment service can add as addional items under   <SearchEducation> tag
For eg.

```
<AdditionalItems qualifier = "xyz">
    <Text></Text>
 </AdditionalItems>
```

NOTE: The Respective field mandatory or optional is depending upon Package defined for clients.

Example:

```
<Screening type = "education" qualifier="x: professionalCredentialVerification">
   <SearchEducation>
      <EducationHistory>
         <SchoolOrInstitution schoolType = "6">
            <SchoolName>Seton Hall University</SchoolName>
            <School>
               <SchoolName>Seton Hall University</SchoolName>
            </School>
            <LocationSummary>
               <Municipality>SOUTH ORANGE</Municipality>
               <Region>NJ</Region>
               <CountryCode>US</CountryCode>
               <PostalCode>07007</PostalCode>
            </LocationSummary>
            <Degree>
               <DegreeName>Microsoft C#</DegreeName>
               <DegreeDate>
                  <StringDate>05/20/1987</StringDate>
               </DegreeDate>
               <DegreeMajor>
                  <Name>Finance</Name>
               </DegreeMajor>
               <DegreeMeasure>
                  <EducationalMeasure>
                     <MeasureSystem>GPA</MeasureSystem>
                     <MeasureValue>
                        <NumericValue>3.5</NumericValue>
                     </MeasureValue>
                  </EducationalMeasure>
               </DegreeMeasure>
               <DatesOfAttendance>
                  <StartDate>
                     <StringDate>1983-05-23</StringDate>
                  </StartDate>
                  <EndDate>
                     <StringDate>1987-05-23</StringDate>
                  </EndDate>
               </DatesOfAttendance>
            </Degree>
         </SchoolOrInstitution>
      </EducationHistory>
      <OtherApplicantInformation>
         <IdValue name = "phoneNumber">973-254-9875</IdValue>
      </OtherApplicantInformation>
      <AdditionalItems qualifier = "Comment">
         <Text>None</Text>
      </AdditionalItems>
   </SearchEducation>
</Screening>
```

4.3.5.4 Employment Verification Request

An employment request for a candidate can be requested by including the <Screening> element with the type attribute as 'employment'.

Employer contact information can be placed in either the <EmployerContactInfo> or <Verification> elements. However, if both values are populated, the <EmployerContactMethod> information will be used in favor of any contact information that exists in the <Verification> element. In general, it is best to ensure both sections contain the same information to prevent inconsistencies. In addition, within the <PositionHistory> element, repeat the start date.

Within the <Screening> element should be the <SearchEmployment> element. Within the <SearchEmployment> element should be the <EmploymentHistory> element. Within the <EmploymentHistory> element should be the <EmployerOrg>. The <EmployerOrg> element should be provided with the type attribute of employerOrgType="soleEmployer". The following information should be provided in the <EmployerOrg> element.

Element	Description	Required/Optional	Maximum Length
<EmployerOrgName>	Name of Employer	R	40

Within the <EmploymentHistory> element should be the <EmployerContactInfo> element. The <EmployerContactInfo> element should be provided with the type attribute as contactType="directSupervisor". Within the <EmployerContactInfo> element should be the <PersonName> element.

Element	Description	Required/Optional	Maximum Length
<PersonName>	Last Name, First Name	O	70

The <ContactMethod> element should be contained within the <EmployerContactInfo> element. The <Telephone> element should be contained with the <ContactMethod> element.

Element	Description	Required/Optional	Maximum Length
<Telephone>	Telephone number	O	20

The <PostalAddress> element should be contained with the <ContactMethod> element. The <PostalAddress> element should contain the following information.

Element	Description	Required/Optional	Maximum Length
<CountryCode>	Country	R	2
<PostalCode>	Zip Code	O	10
<Region>	State	O	2 or 3 or 40
<Municipality>	City	O	35

The <DeliveryAddress> element should be contained with the <PostalAddress> element. The <DeliveryAddress> element should contain the following information.

Element	Description	Required/Optional	Maximum Length
<AddressLine>	Address Line 1	O	35
<AddressLine>	Address Line 2	O	35

Within the <EmployerOrg> element should be the <PositionHistory> element. ***There are 2 <PositionHistory> elements.*** The first contains certain employment information at the commencement of employment with the employer, and the second contains other information at the time the employee left

---

the employer, or current information.

The first <PositionHistory> element should be sent with the type attribute as positionType="directHire". Within the <PositionHistory> should be the <Title> element.

Element	Description	Required/Optional	Maximum Length
<Title>	Starting Position Title	O	50

Within the first <PositionHistory> element should be the <OrgName> element. The <OrgName> element should contain the following information.

Element	Description	Required/Optional	Maximum Length
<OrganizationName>	Name of Employer	O	40

Within the first <PositionHistory> element should be the following information.

Element	Description	Required/Optional	Maximum Length
<StartDate>	Start Date	R	

The second <PositionHistory> element should be sent with the type attribute as positionType="directHire". Within the second <PositionHistory> should be the <Title> element.

Element	Description	Required/Optional	Maximum Length
<Title>	Current or Ending Position Title	O	50

Within the second <PositionHistory> element should be the <OrgName> element. The <OrgName> element should contain the following information.

Element	Description	Required/Optional	Maximum Length
<OrganizationName>	Name of Employer	O	40

Within the second <PositionHistory> element should be the following information.

Element	Description	Required/Optional	Maximum Length
<EndDate>	End Date	R	

Within the second <PositionHistory> element is the <Compensation> element. Within the <Compensation> element are the <StartingCompensation> and <EndingCompensation> elements.

Element	Description	Required/Optional	Maximum Length
<StartingCompensation currency="USD">	Starting Compensation	O	
<EndingCompensation currency="USD">	Ending Compensation	O	

Within the second <PositionHistory> element is the <Verification> element. Within the <Verification> element is the <ContactInfo> element. Within the <ContactInfo> element is the <PersonName> element.

Element	Description	Required/Optional	Maximum Length
<PersonName>	Last Name, First Name	O	70

Within the <ContactMethod> element is the <PostalAddress> element. The following information should

be provided with the <PostalAddress> element.

Element	Description	Required/Optional	Maximum Length
<CountryCode>	Country	R	2
<PostalCode>	Zip Code	O	10
<Region>	State	O	2 or 3 or 40
<Municipality>	City	O	35

Within the <PostalAddress> element should be the <DeliveryAddress> element. The following information should be provided with the <DeliveryAddress> element.

Element	Description	Required/Optional	Maximum Length
<AddressLine>	Address Line 1	O	35
<AddressLine>	Address Line 2	O	35

Within the <Verification> element should be the following information.

Element	Description	Required/Optional	Maximum Length
<ReasonForLeaving>	Reason for Leaving	O	40
<PermissionToContact>	Permission To Contact	R	"true" or "false"

There is additional info that can be included and utilized dependent upon the fulfillment system. This data should be provided as Additional Items under the <SearchEmployment> element.

Element	Description	Required/Optional	Maximum Length
<AdditionalItems qualifier = "Issues">	Any issues pertaining to the employment	O	255
<AdditionalItems qualifier = "Responsibilities">	Duties and responsibilities	O	255
<AdditionalItems qualifier = "EmployeeCode">	Employee Code	O	40
<AdditionalItems qualifier = "ExitFormalitiesCompleted">	Exit formalities completed	O	40
<AdditionalItems qualifier = "FullTimePartTime">	Full time / Part time	O	40
<AdditionalItems qualifier = "ModeOfExit">	Mode of exit	O	255
<AdditionalItems qualifier = "PermanentContractual">	Permanent / Contractual	O	40
<AdditionalItems qualifier="ContactDate">	Date when the Employer can be contacted	O	10

Any other other field which is not specified above and which is present in the package for employment service can add as addional items under <SearchEmployment> tag
For eg.

```
<AdditionalItems qualifier = "xyz">
    <Text></Text>
</AdditionalItems>
```

NOTE: The Respective field mandatory or optional is depend upon Package defined for clients.

Example:

```xml
<Screening type = "employment">
  <SearchEmployment>
    <EmploymentHistory>
      <EmployerOrg employerOrgType = "soleEmployer">
        <EmployerOrgName>Employer Name</EmployerOrgName>
        <EmployerContactInfo contactType = "directSupervisor">
          <PersonName>
            <FormattedName>Smith, Joe</FormattedName>
          </PersonName>
          <ContactMethod>
            <Telephone>
              <FormattedNumber>800-321-4473</FormattedNumber>
            </Telephone>
            <PostalAddress>
              <CountryCode>US</CountryCode>
              <PostalCode>33624</PostalCode>
              <Region>FL</Region>
              <Municipality>Tampa</Municipality>
              <DeliveryAddress>
                <AddressLine>1234 Any St</AddressLine>
                <AddressLine>Suite 300</AddressLine>
              </DeliveryAddress>
            </PostalAddress>
          </ContactMethod>
        </EmployerContactInfo>
        <PositionHistory positionType = "directHire">
          <Title>Start Title Manager</Title>
          <OrgName>
            <OrganizationName>Employer Name</OrganizationName>
          </OrgName>
          <Description>MISSING_HR_XML_REQUIRED_FIELD</Description>
          <StartDate>
            <StringDate>07/2006</StringDate>
          </StartDate>
        </PositionHistory>
        <PositionHistory positionType = "directHire">
          <Title>Current or Ending Title Senior Director</Title>
          <OrgName>
            <OrganizationName>Employer Name</OrganizationName>
          </OrgName>
          <Description>MISSING_HR_XML_REQUIRED_FIELD</Description>
          <StartDate>
            <StringDate>07/2006</StringDate>
          </StartDate>
          <EndDate>
            <StringDate>12/2007</StringDate>
          </EndDate>
          <Compensation>
            <StartingCompensation currency = "USD">Not Provided</StartingCompensation>
            <EndingCompensation currency = "USD">45,000 Annually</EndingCompensation>
          </Compensation>
          <Verification>
            <ContactInfo>
              <PersonName>
```

```
                            <FormattedName>Smith, Joe</FormattedName>
                    </PersonName>
                    <ContactMethod>
                        <PostalAddress>
                            <CountryCode>US</CountryCode>
                            <PostalCode>33624</PostalCode>
                            <Region>FL</Region>
                            <Municipality>Tampa</Municipality>
                            <DeliveryAddress>
                                <AddressLine>1234 Any Street</AddressLine>
                                <AddressLine>Suite 300</AddressLine>
                            </DeliveryAddress>
                        </PostalAddress>
                    </ContactMethod>
                </ContactInfo>
                <ReasonForLeaving>Better Opportunity</ReasonForLeaving>
                <PermissionToContact>true</PermissionToContact>
            </Verification>
          </PositionHistory>
      </EmployerOrg>
    </EmploymentHistory>
    <AdditionalItems qualifier = "Issues">
        <Text></Text>
    </AdditionalItems>
    <AdditionalItems qualifier = "Responsibilities">
        <Text></Text>
    </AdditionalItems>
    <AdditionalItems qualifier = "EmployeeCode">
        <Text></Text>
    </AdditionalItems>
    <AdditionalItems qualifier = "ExitFormalitiesCompleted">
        <Text></Text>
    </AdditionalItems>
    <AdditionalItems qualifier = "FullTimePartTime">
        <Text></Text>
    </AdditionalItems>
    <AdditionalItems qualifier = "ModeOfExit">
        <Text></Text>
    </AdditionalItems>
    <AdditionalItems qualifier = "PermanentContractual">
        <Text></Text>
    </AdditionalItems>
   <AdditionalItems qualifier = "ContactDate">
        <Text></Text>
    </AdditionalItems>
  </SearchEmployment>
</Screening>
```

4.3.5.5 Address Verification

Address Verification report for a candidate can be requested by including the <Screening> element with the type attribute as 'address"

NOTE: The Respective field mandatory or optional is depend upon Package defined for clients.

Any other other field which is not specified below example and which is present in the package for employment service can add as addional items under   <Screening type="address"   tag
For eg.

```
<AdditionalItems qualifier = "xyz">
    <Text></Text>
 </AdditionalItems>
```

Example:
```
<Screening type="address" >
            <AdditionalItems qualifier="x:addressLine1">
                <Text>addressLine1</Text>
            </AdditionalItems>
            <AdditionalItems qualifier="x:addressLine2">
                <Text>addressLine2</Text>
            </AdditionalItems>
            <AdditionalItems qualifier="x:town">
                <Text>town</Text>
            </AdditionalItems>
            <AdditionalItems qualifier="x:county_state">
                <Text>county_state</Text>
            </AdditionalItems>
            <AdditionalItems qualifier="x:postcode_zip_code">
                <Text>postcode_zip_code</Text>
            </AdditionalItems>
            <AdditionalItems qualifier="x:country">
                <Text>India</Text>
            </AdditionalItems>
            <AdditionalItems qualifier="x:on_voters_role">
                <Text>Y</Text>
            </AdditionalItems>
            <AdditionalItems qualifier="x:periodOfStayFrom">
                <Text>2004-12-25</Text>
            </AdditionalItems>
            <AdditionalItems qualifier="x:periodOfStayTo">
                <Text>2004-12-25</Text>
            </AdditionalItems>
        </Screening>
```

4.3.5.6 MVR Request

An MVR report for a candidate for a given state can be requested by including the <Screening> element with the type attribute set to "license".

The following elements will be required ONLY for international license searches, but can also be passed for US or Canadian searches, if deemed necessary.

Element	Description	Required/Optional	Maximum Length
<CountryCode>	CountryCode	R	2
<Region>	State	O	2 or 3 or 40

The <SearchLicense> element should be provided within the <Screening>. The <License> element should be provided with the <SearchLicense> element. The following information should be contained within the <License> element.

Note: The <LicenseName> element in the <License> element must be set to 'mvPersonal'. This helps First Advantage distinguish the request from a professional licensing request.

An optional different name for the candidate can be passed inside the <OtherApplicantInformation> element under the <SearchLicense> element.

Element	Description	Required/Optional	Maximum Length
<LicenseNumber>	License Number	R	50
<LicensingAgency>	State	R	2 or More
<LicenseName>	mvPersonal	R	mvPersonal

Any other other field which is not specified above and which is present in the package for employment service can add as addional items under <SearchLicense> tag
For eg.

```
<AdditionalItems qualifier = "xyz">
    <Text></Text>
</AdditionalItems>
```

NOTE: The Respective field mandatory or optional is depend upon Package defined for clients.

Examples:

The below HR-XML Screening fragment would request a MVR product for the license number 0984848 for the state of CALIFORNIA.

```
<Screening type = "license">
   <CountryCode>US</CountryCode>
   <Region>CA</Region>
   <SearchLicense>
     <License>
        <LicenseNumber>0984848</LicenseNumber>
        <LicensingAgency>CA</LicensingAgency>
        <LicenseName>mvPersonal</LicenseName>
     </License>
   </SearchLicense>
</Screening>
```

The below HR-XML Screening fragment would request a MVR product for the license number 0984848 for the state of CALIFORNIA with the first name as Given Name, middle name as Middle Name and last name as Family Name.

```
<Screening type = "license">
   <CountryCode>US</CountryCode>
   <SearchLicense>
      <License>
         <LicenseNumber>0984848</LicenseNumber>
         <LicensingAgency>CA</LicensingAgency>
         <LicenseName>mvPersonal</LicenseName>
      </License>
      <OtherApplicantInformation>
         <IdValue name = "GivenName">Given Name</IdValue>
         <IdValue name = "MiddleName">Middle Name</IdValue>
         <IdValue name = "FamilyName">Family Name</IdValue>
      </OtherApplicantInformation>
   </SearchLicense>
</Screening>
```

The below HR-XML Screening fragment would request a MVR product for the license number A3434343433DD for the state of Delhi in the country of India.

```
<Screening type = "license">
   <CountryCode>IN</CountryCode>
   <Region>Delhi</Region>
   <SearchLicense>
      <License>
         <LicenseNumber>A3434343433DD</LicenseNumber>
         <LicensingAgency>Delhi Regional Transport Office</LicensingAgency>
         <LicenseName>mvPersonal</LicenseName>
      </License>
   </SearchLicense>
</Screening>
```

4.3.5.7 Professional License Request

A professional license report for a candidate can be requested by including the <Screening> element with the type attribute set to 'license'.

Within following information should be provided in the <Screening> element.

Element	Description	Required/Optional	Maximum Length
<CountryCode>	Country	R	2

The <SearchLicense> element should be provided within the <Screening>. The <License> element should be provided with the <SearchLicense> element. The following information should be contained within the <License> element.

Element	Description	Required/Optional	Maximum Length
<LicenseName>	Name per below table	R	Name per below table
<LicenseNumber>	License Number	O	50

Element	Description	Required/Optional	Maximum Length
<LicensingAgency>	State	R	2
<LicenseDescription>		O	50

The different license names supported by First Advantage are listed below. Any other license name should be sent with the LicenseName element set to x:other.

License	<HR-XML LicenseName>
American Bar Association	lawyer
ARRT	Art
Audiologist	x:audiologist
CANN	x:cann
Certified Nurse's Assistant	Can
Certified Public Accountant	Cpa
Chartered Financial Analyst	x:cfa
Chauncey	x:chauncey
Child Development Associate	x:childDevelopmentAssociate
Dentist	dentist
Dietician	dietician
Emergency Medical Technician	emt
Engineer	engineer
Escrow Officer	x:escrowOfficer
FAA	Faa
FCC	Fcc
General Services Administration	Gsa
Information Technology	informationTechnology
Insurance	insurance
Legal	legal
Licensed Practical Nurse	Lpn
Licensed Vocational Nurse	Lvn
Massage Therapist	x:massageTherapist
Medical	medical
Medical Physicist	x:medicalPhysicist
Mortgage Bankers Association	x:mortgageBankerAssoc
Notary	x:notary
Nurse Practitioner	x:nursePractitioner
Occupational Therapist	occupationalTherapist
Optometrist	optometrist
Pharmacy	pharmacy
Physical Therapist	physicalTherapist
Physician	physician
Psychologist	x:psychologist
Radiology Technician	radTech
Real Estate Agent	x:realtor

License	<HR-XML LicenseName>
Registered Nurse	Rn
Respiratory Therapy Technician	x:respiratoryTherapyTechnician
Social Worker	socialWorker
Speech Therapist	speechTherapist
Speech/Language Pathologist	x:speech/LanguagePathologist
Teacher	teacher
Other	x:other

Within the <License> element should be the <EffectiveDate> element. The <EffectiveDate> element should contain the following information.

Element	Description	Required/Optional	Maximum Length
<StartDate>	Start Date	O	
<EndDate>	End Date	O	

The <AdditionalItems> element can be provided within the <SearchLicense> element to provide comments. The <AdditionalItems> element should be sent with a qualifier equal to 'comment'. The following information should be provided within the <AdditionalItems> element.

Element	Description	Required/Optional	Maximum Length
<Text>	Comments	O	50

Example:

The below HR-XML Screening fragment would request a professional license product for the license number 0984848 in the state of CALIFORNIA between the dates of 10/1999 to 10/2000.

```
<Screening type = "license">
   <CountryCode>US</CountryCode>
   <SearchLicense>
     <License>
       <LicenseNumber>0984848</LicenseNumber>
       <LicensingAgency>CA</LicensingAgency>
       <LicenseName>x:other</LicenseName>
       <LicenseDescription>Comments</LicenseDescription>
       <EffectiveDate>
         <StartDate>
            <StringDate>10/1999</StringDate>
         </StartDate>
         <EndDate>
            <StringDate>10/2000</StringDate>
         </EndDate>
       </EffectiveDate>
     </License>
   </SearchLicense>
</Screening>
```

4.3.5.8 Reference Request

Depending on the country/fulfillment system, different references services may be ordered.

4.3.5.8.1 Reference Request

For a personal or professional reference, the phone number information should be provided in the same manner described in section 4.1.3, <PersonalData> element. This is important to distinguish between home and office numbers for a reference.

The <SearchReference> element should be provided within the <Screening> element. The <Contact> element should be provided within the <SearchReference> element. The <PersonName> element should be provided within the <SearchReference> element. The following information should be provided within the <PersonName> element.

Element	Description	Required/Optional	Maximum Length
<FormattedName>	Last, First Middle	R	70
<GivenName>	First Name	R	35
<FamilyName>	Last Name	R	35

The <ContactMethod> element should be provided within the <Contact> element. The <Telephone> element should b provided within the <Contact> element. The following information should be provided within the <Telephone> element.

Element	Description	Required/Optional	Maximum Length
<Telephone>	Telephone Number	R	20

The <InternetEmailAddress> can be provided within the <ContactMethod> element.

Element	Description	Required/Optional	Maximum Length
<InternetEmailAddress>	Email Address	O	

The <PostalAddress> element should be provided within the <ContactMethod> element. The following information should be provided within the <PostalAddress> element.

Element	Description	Required/Optional	Maximum Length
<Municipality>	City	O	35
<Region>	State	R	2 or 3 or 40
<CountryCode>	Country	R	2
<PostalCode>	Zip Code	O	10

Within the <PostalAddress> element should be the <DeliveryAddress> element. The following information should be provided with the <DeliveryAddress> element.

Element	Description	Required/Optional	Maximum Length
<AddressLine>	Address Line 1	R	35
<AddressLine>	Address Line 2	O	35

The following information should be provided within the <Contact> element.

Element	Description	Required/Optional	Maximum Length
<Relationship>	Relationship	R	40
<YearsKnown>	Number of Years Known	O	2

The <AdditionalItems> element can be provided within the <SearchReference> element to provide comments. The <AdditionalItems> element should be sent with a qualifier equal to 'comment'. The following information should be provided within the <AdditionalItems> element.

Element	Description	Required/Optional	Maximum Length
<Comment>	Comments	O	50

Example:

```
<AdditionalItems qualifier = "Comment">
   <Text>None</Text>
</AdditionalItems>
```

The <AdditionalItems> element can also be provided within the <SearchReference> element to provide the name of the company that the reference is employed by. In this case, the <AdditionalItems> element should be sent with a qualifier equal to 'Company'. The following information should be provided within the <AdditionalItems> element.

Element	Description	Required/Optional	Maximum Length
<Company>	Name of company	O	50

Example:

```
<AdditionalItems qualifier = "Company">
   <Text>Raymond James</Text>
</AdditionalItems>
```

Example:

```
<Screening type = "reference">
  <SearchReference>
    <Contact>
      <PersonName>
        <FormattedName>Jones, Mary</FormattedName>
        <GivenName>Mary</GivenName>
        <FamilyName>Jones</FamilyName>
      </PersonName>
      <ContactMethod>
        <Use>personal</Use>
        <Location>home</Location>
        <Telephone>
          <FormattedNumber>813-654-9862</FormattedNumber>
        </Telephone>
        <PostalAddress>
          <CountryCode>US</CountryCode>
          <PostalCode>33716</PostalCode>
          <Region>FL</Region>
          <Municipality>St. Petersburg</Municipality>
```

```
            <DeliveryAddress>
                <AddressLine>100 Carillon Parkway</AddressLine>
                <AddressLine>Suite 100</AddressLine>
            </DeliveryAddress>
          </PostalAddress>
      </ContactMethod>
      <ContactMethod>
        <Use>business</Use>
        <Location>office</Location>
        <Telephone>
            <FormattedNumber>727-568-4213</FormattedNumber>
        </Telephone>
      </ContactMethod>
      <Relationship>Manager</Relationship>
      <YearsKnown>20</YearsKnown>
    </Contact>
    <AdditionalItems qualifier = "Comment">
        <Text>None</Text>
    </AdditionalItems>
    <AdditionalItems qualifier = "Company">
        <Text>Raymond James</Text>
    </AdditionalItems>
  </SearchReference>
</Screening>
```

4.4 HR-XML Error Response

When an order request is submitted which results in an error, the FADV system will provide an error message back to the client. The error message will be provided within the <ErrorDescription> element, which is within the <ErrorReport> element (see example below).

Note: If the request is sent via SOAP you will get a SOAP Fault depending on the level in which the BackgroundCheck Request failed.

Example:

```
<BackgroundReports userId = "username" xmlns:ns = "http://ns.hr-xml.org/2007-04-15">
    <BackgroundReportPackage>
      <ErrorReport>
          <ErrorDescription>Error Authenticating User</ErrorDescription>
      </ErrorReport>
    </BackgroundReportPackage>
</BackgroundReports>
```


Below are the most common error messages that will be provided (messages may vary depending on whether HR-XML 2.0 or HR-XML 2.5 is used):

- Error Authenticating User
- No organization ID was declared nor exists in this user's preferences
- No Package ID was declared nor exists in this user's preferences
- Unable to create a process where username is not specified
- Unable to create a process where password is not specified
- User xxxx not found

- Invalid password
- Inactive User
- Inactive Group
- No Data Found (generic error, rare)
- No cases were created by this submission (generic error, rare)

4.5 HR-XML Successful Response

When an order request is submitted which results in succesful case creation, FADV will respond back with a Background Report containing the FADV Case ID (ProviderReferenceID) as well as the Client Reference ID provided with the initial order request.

Example:

```
<BackgroundReports userId = " username ">
   <BackgroundReportPackage>
      <ProviderReferenceId>
         <IdValue name="CaseId">FADV CaseID</IdValue>
       </ProviderReferenceId>
      <ClientReferenceId>
         <IdValue>ClientReferenceID</IdValue>
      </ClientReferenceId>
   </BackgroundReportPackage>
</BackgroundReports>
```

5. HR-XML Background Investigation Response

FADV provides the client with the option to query background investigation requests for current status (pull approach) or to wait for status updates which are automatically sent to the client upon case completion/delivery (push approach).

5.1 Push approach

If the initial order request contained the Supporting Documentation for Result response, then the FADV system will return back Status messages when the background investigation is delivered/completed. The Push Response will send back a BackgroundReports XML as part of the SOAP Body or HTTP Body (the FADV systems support both sending requests via HTTPS and SOAP.

- If the status is being pushed using SOAP as the mode of transmission, the FADV systems will require a SOAP Fault if the request was a failure on the Client Server that it is sending the request out to. Please follow the pattern that is being used as part of the Order Response for Error Reports. The Background Error Report would be similar to the one defined in the HR-XML Error Response section.
- If the status is being pushed using HTTPs Post, the FADV servers expect a BackgroundReport indicating if the transmission was a success or a failure.

Example:

```
<BackgroundReports userId = "username" xmlns = "http://ns.hr-xml.org/2007-04-15">
   <BackgroundReportPackage>
      <ProviderReferenceId>
         <IdValue>7068418</IdValue>
      </ProviderReferenceId>
```

```
        <AdditionalItems type = "Detail" qualifier = "OrderTime">
          <Text>dd-mm-YYYY</Text>
        </AdditionalItems>
        <ScreeningStatus>
          <OrderStatus>Completed</OrderStatus>
          <ResultStatus>Pass</ResultStatus>
           <AdditionalItems type = "Detail" qualifier = "orderstatus">
                <Text>Work in progress</Text>
           </AdditionalItems>
        </ScreeningStatus>
        <ScreeningsSummary>
          <PersonalData>
            <PersonName>
              <GivenName>test8</GivenName>
              <FamilyName>cr10673</FamilyName>
            </PersonName>
          </PersonalData>
        </ScreeningsSummary>
        <Screenings>
          <Screening type = "drug">
            <ScreeningStatus>
              <OrderStatus>InProgress</OrderStatus>
              <ResultStatus>Review</ResultStatus>
            </ScreeningStatus>
           <AdditionalItems type = "Detail" qualifier = "checkstatus">
               <Text>Work in progress</Text>
           </AdditionalItems>
          </Screening>
          <Screening type = "other" qualifier = "x:ssnValidation">
            <ScreeningStatus>
              <OrderStatus>Completed</OrderStatus>
              <ResultStatus>Pass</ResultStatus>
            </ScreeningStatus>
           <AdditionalItems type = "Detail" qualifier = "checkstatus">
               <Text>Work in progress</Text>
           </AdditionalItems>
          </Screening>
        </Screenings>
      </BackgroundReportPackage>
    </BackgroundReports>
```

6. Supporting Documentation

Attached is the WSDL that can be used for Webservice calls out to the First Advantage Systems.

backgroundCheckService.wsdl

Or if you prefer to view the most current WSDL at any time, you can access the following URL:

https://uatcspi.fadv.com/bsgServices/backgroundCheckService?wsdl

7. Sample Request XML (Background Investigation)

Attached are SOAP samples of standard **request** XML that include multiple services.

sample_soap_request.xml   sample_soap_response.xml

8. Sample Result XML (Background Investigation – AdvantageDirect Platform)

Attached are SOAP and HTTPs samples of standard **result** XML that include multiple services.

sample_result.XML

9. Soap Message Encryption

For soap message encryption use below url & certificate in uat and production accordingly

9.1 UAT

URL → https://uatcspi.fadv.com/bsgServices/backgroundCheckService?wsdl

Public Certificate →

9.2 PRODUCTION

URL → https://cspi.fadv.com/bsgServices/backgroundCheckService?wsdl

Public Certificate →

10. Support and Assistance

10.1 Technical Integration Assistance

For technical assistance in developing your system interface, please feel free to contact your FADV team technical contact.

11. Appendix

11.1 Country Codes

Attached is a list of supported standard ISO two and three character country codes.

ISO_COUNTRY_COD
ES_v1.8.xlsx