

## Edge Standard BG Integration

### HR-XML – Initial Request Sample

This document will serve as the foundation to describe the standard HR-XML integration between Edge and external vendor/client systems. This document should contain all XML elements that are required to ensure all necessary elements are received to properly create and process background screenings for applicants processed through this integration channel.

#### Document History:

Author	Date	Comment	Version
Marc Giguere	09/01/11	Initial Document Creation	1.0
Marc Giguere	10/11/11	Adjusted Salary Verification tag to use integer look up values instead.	1.1
Marc Giguere	10/19/11	Adjusted grouping element 5 title in comments to "Position/Department"	1.1
Marc Giguere	01/20/12	Added new <AdditionalItems> tag to allow for "VendorInfo" where vendor can include additional data to be sent with applicant.	1.2
Marc Giguere	01/21/12	Added new screening type attributes for "Drug" test items to allow providing of Chain of Custody and Reason for Test information.	1.2
Marc Giguere	03/04/13	Added new screening types for Previously Admitted Offenses (to differentiate from criminal type); added comments about use of additional qualifiers for employment search types that are classified differently (verifications, DOT); Also adjusted comments and re-labeled/colored some items as "requested" versus "optional".	1.3
Marc Giguere	03/27/14	Adjusted the "CopyToApplicant" tag to now be an <AdditionalItems> type tag to better conform to HR-XML format.	1.4

**Comments** – these are provided in orange and are informational in nature. It is not expected that these should be found in the actual XML data transmitted to Edge.

**Required** – anything found in red is considered a required element and **MUST** be included in the XML in order for the screening to be properly processed and created.

**Requested** – anything found in green is considered a "requested" element and would assist in the creation of screening data, but if is not available/provided will NOT cause screenings to be incomplete.

**Optional** - these are "optional" elements that may be included, but are not required and/or used by Edge to process screenings for the applicant.

**\$value\$** - this indicates a value that can be specified by vendor or Edge. For vendor values, this may be any text/value that they would like to use in the XML to help them identify data elements that hold information they provide/etc.

<!--UserID – Used to authenticate a vendor to having access to post data – to be provided by Edge -->

<!-- Password – Used to authenticate a vendor to having access to post data – to be provided by Edge -->

<!-- Account – This designates the account within Edge for this client – to be provided by Edge. -->

<BackgroundCheck version="2.0" userId="\$EdgeProvidedValue\$" password="\$EdgeProvidedValue\$" account="\$EdgeProvidedValue\$">

<BackgroundSearchPackage action="CreateApplicantAccount">

<!--Unique reference identifier to know how to link this applicant to screenings created -->

<ReferenceId idOwner="\$value\$">

```

        <IdValue name="$value$">$value$</IdValue>
    </ReferenceId>

    <!-- Top level information provided for the applicant being processed -->
    <PersonalData>
        <!-- Primary Name - The "type" attribute on this element can be left out, but the first
        <PersonName> element MUST ALWAYS be the primary applicant name, use of the "type"
        attribute is strongly recommended to ensure no confusion -->
        <PersonName type="Subject">
            <GivenName>Mia</GivenName>
            <MiddleName>K</MiddleName>
            <FamilyName>Julianne</FamilyName>
        </PersonName>
        <!-- Alias Names - If any alias names, please send using type=Alias; this element can be
        provided multiple times for each additional name provided. The "type" attribute again is
        optional, all additional <PersonName> elements after the first are considered aliases by
        default. -->
        <PersonName type="Alias">
            <GivenName>Mia</GivenName>
            <MiddleName>K</MiddleName>
            <FamilyName>Sepien</FamilyName>
        </PersonName>

        <!-- PR Maiden Name – If you order any reports for applicants in Puerto Rico or if there are
        reports requested from PR, then the applicant should be prompted to provide the "Mother's
        Maiden Name" as this element is REQUIRED to obtain any criminal or MVR data from Puerto
        Rico. -->
        <PersonName type="x:PR_Maiden">
            <FamilyName>Sepien</FamilyName>
        </PersonName>

        <!-- Current Address - This should be the current address. The "qualifier" attribute must be
        included to designate this as the current/primary address. -->
        <PostalAddress type="streetAddress" qualifier="Current">
            <CountryCode>US</CountryCode>
            <PostalCode>45802</PostalCode>
            <Region>OH</Region>
            <Municipality>Lima</Municipality>
            <DeliveryAddress>
                <AddressLine>123 Anystreet</AddressLine>
            </DeliveryAddress>
        </PostalAddress>

```

<!-- Previous Addresses - This should be used all prior addresses (if provided); this element can be provided multiple times for each prior address provided. The "qualifier" attribute must be included to designate this as a "Previous" address. -->

<PostalAddress type="streetAddress" qualifier="Previous" validTo="2004-07-01"

validFrom="1999-04-01">

<CountryCode>US</CountryCode>

<PostalCode>45802</PostalCode>

<Region>OH</Region>

<Municipality>Lima</Municipality>

<DeliveryAddress>

<AddressLine>123 Anystreet</AddressLine>

</DeliveryAddress>

</PostalAddress>

<!--This allows Edge to reach out to applicant for additional information when necessary -->

<ContactMethod>

<Location>Home</Location>

<!--The use of the "qualifier" attribute is recommend to differentiate between different numbers provided. The "first" number provided however will always be considered the primary as default -->

<Telephone qualifier="Primary">

<FormattedNumber>4192242462</FormattedNumber>

</Telephone>

<!-- Alternate Phone Number -->

<Telephone qualifier="Alternate">

<FormattedNumber>4195467489</FormattedNumber>

</Telephone>

<InternetEmailAddress>test@test.com</InternetEmailAddress>

</ContactMethod>

<!-- This is the critical demographic information required for most screenings. -->

<DemographicDetail>

<!-- Please ensure that no dashes are included in the SSN -->

<GovernmentId countryCode="US" issuingAuthority="SSN" >

100010001

</GovernmentId>

<DateOfBirth>1964-01-14</DateOfBirth>

<Race>U</Race>

<GenderCode>1</GenderCode>

</DemographicDetail>

</PersonalData>

<!-- Supporting Documentation/Releases – at this level, this would be an overall release for the applicant in general;

NOTE: It is important to note that this data MUST be sent in a Base64 encoded format; this is designated in below with the \$Base64EncodedContent\$ as the contents of the <Image> tag-->

```

<SupportingDocumentation>
  <Documentation>
    <Image type="release" mediaType="txt|html|pdf|doc|rtf|jpeg|png"
filename="FCRA_Release">$Base64EncodedContent$</Image>
  </Documentation>
</SupportingDocumentation>

```

## <Screenings>

<!-- PackageId – Valid values found in Package Configurations attachment; always a numeric 4 digit value -->

```
<PackageId idOwner="Edge">
```

```
  <IdValue name="PackageID">$EdgeProvidedValue$</IdValue>
```

```
</PackageId>
```

<!-- Global grouping/billing/lookup options for use in Webscreen; These elements are used so that proper billing and grouping of records to the customer can be accomplished.

NOTE: These are not used in all integrations, Edge will designate if and when these are to be required or not -->

<!-- Division -->

```
<AdditionalItems qualifier="Group1">
```

```
  <Text/>
```

```
</AdditionalItems>
```

<!-- Region -->

```
<AdditionalItems qualifier="Group2">
```

```
  <Text/>
```

```
</AdditionalItems>
```

<!-- District -->

```
<AdditionalItems qualifier="Group3">
```

```
  <Text/>
```

```
</AdditionalItems>
```

<!-- Store -->

```
<AdditionalItems qualifier="Group4">
```

```
  <Text/>
```

```
</AdditionalItems>
```

<!-- Position/Department -->

```
<AdditionalItems qualifier="Group5">
```

```
  <Text/>
```

```
</AdditionalItems>
```

<!-- Requestor -->

```
<AdditionalItems qualifier="Group6">
```

```
  <Text/>
```

```
</AdditionalItems>
```

<!-- Salary Verification - Edge need this information in order to be able to determine if any special rules are met in determining what can be disclosed on criminal history reports. This information is a lookup based value with the following valid options: (0=Unknown, 1=Less than 20K,2=20K to less than 25K,3=25K to less than 75K,4=75K or more). Only the numeric value must be provided here. -->

<AdditionalItems qualifier="SalaryVerification">

<Text>0</Text>

</AdditionalItems>

<!-- Copy To Applicant: This flag is used to notify Edge that they should be providing a copy of the consumer report to the applicant directly;

NOTE: Must be provided based on applicant answer when state applicant resides in is CA, MN or OK, can default to false for all other locations -->

<AdditionalItems type="VendorInfo" qualifier=" CopyToApplicant">

<Text>False</Text>

</AdditionalItems>

<!-- Vendor Provided Data – These special AdditionalType tags can be used to hold any additional vendor related information they wish to share. These are optional tags and there is no limit as to how many can be provided. -->

<AdditionalItems type="VendorInfo" qualifier="\$VendorProvidedValue\$">

<Text/>

</AdditionalItems>

<!-- Criminal (Statewide/County)

This is used to drive any specific criminal searches that are needed, and in most cases the city, state, zip data here should match the primary address for the applicant. If additional addresses are provided for the applicant, then there should be additional screenings added here as well for each address.

NOTE: This tag can also capture and provide a location to provide any specific releases that may be captured and transmitted too. -->

<Screening type="criminal" qualifier="statewide">

<SearchCriminal>

<Municipality>Melbourne</Municipality>

<PostalCode>32935</Postalcode>

<Region>FL</Region>

<!-- Supporting Documentation/Releases – at this level, this would be an specific release related to the state/county for this search

NOTE: It is important to note that this data MUST be sent in a Base64 encoded format; this is designated in below with the \$Base64EncodedContent\$ as the contents of the <Image> tag.

NOTE: The “filename” attribute should be unique for each release provided and can typically be based on the abbreviation for the state. -->

<SupportingDocumentation>

<Documentation>

<Image type="release" mediaType="\$SeePriorForList\$"

filename="FL\_Crim\_Release">\$Base64EncodedContent\$</Image>

```

        </Documentation>
    </SupportingDocumentation>
</SearchCriminal>
</Screening>

<!-- Criminal (Previously Admitted Offenses)
This will store any previously admitted offense information provided by the applicant and can
be included 0 to 6 times. -->
<Screening type="criminal" qualifier="x:PreviousOffenses">
    <SearchCriminal>
        <Municipality>Melbourne</Municipality>
        <PostalCode>32935</Postalcode>
        <Region>FL</Region>
        <AdmittedCharges>
            <CriminalCase>
                <Charges>
                    <ChargeOrComplaint>DUI</ChargeOrComplaint>
                    <!-- Year that the charge occurred is required -->
                    <DispositionDate>
                        <AnyDate>2008-01-01</AnyDate>
                    </DispositionDate>
                </Charges>
            </CriminalCase>
            <AdditionalItems qualifier="ArrestingAgency">
                <Text>Not Guilty</Text>
            </AdditionalItems>
            <AdditionalItems qualifier="Disposition">
                <Text>Not Guilty</Text>
            </AdditionalItems>
            <AdditionalItems qualifier="AdditionalDetails">
                <Text>DUI Case from 1980 in Santa Clara, CA.; Speeding ticket
from 1985 in Los Angeles, CA.</Text>
            </AdditionalItems>
        </AdmittedCharges>
    </SearchCriminal>
</Screening>

<!-- License (MVR Personal)
NOTE: This screening type should only appear once per applicant and is only required in
packages that request this information -->
<Screening type="license" qualifier="mvPersonal">
    <SearchLicense>
        <License>
            <LicenseNumber>2123645843</LicenseNumber>
            <!-- Please use the abbreviation for the state -->
            <LicensingAgency>NV</LicensingAgency>

```

```

</License>
<!-- We must get the name information on the D/L; we have found too many
instances where name on the D/L is different than primary applicant name
information (For example: maiden name on DL vs. married name, etc.) -->
<AdditionalItems qualifier="FirstName">
    <Text>MIA</Text>
</AdditionalItems>
<AdditionalItems qualifier="MiddleName">
    <Text>K</Text>
</AdditionalItems>
<AdditionalItems qualifier="LastName">
    <Text>JULIANNE</Text>
</AdditionalItems>
<!-- Supporting Documentation/Releases – at this level, this would be an
specific release related for this search; (ie: Puerto Rico MVR release).
NOTE: It is important to note that this data MUST be sent in a Base64 encoded
format; this is designated in below with the $Base64EncodedContent$ as the
contents of the <Image> tag
NOTE: The “filename” attribute should be unique for each release provided
and can typically be based on the abbreviation for the state. -->
<SupportingDocumentation>
    <Documentation>
        <Image type="release" mediaType="$SeePriorForList$"
filename="FL_MVR_Release">$Base64EncodedContent$</Image>
    </Documentation>
</SupportingDocumentation>
</SearchLicense>
</Screening>

<!-- Employment Reference
NOTE: This screening type can appear zero or more times and is only required in packages
that request this information
NOTE: This screening type can also be used for 2 other searches that share the same elements,
but have a different qualifier to designate a different service. Those qualifiers are either
“x:verification” or “x:DOT” -->
<Screening type="employment">
    <SearchEmployment>
        <EmploymentHistory>
            <EmployerOrg>
                <EmployerOrgName>TEST</EmployerOrgName>
                <EmployerContactInfo>
                    <!-- We must get a contact phone number -->
                    <ContactMethod>
                        <Telephone>
                            <FormattedNumber>
                                800-883-3671

```

```

        </FormattedNumber>
    </Telephone>
    <InternetEmailAddress>
    test@email.com</InternetEmailAddress>
</ContactMethod>
<LocationSummary>
    <Municipality>Tallahassee</Municipality>
    <Region>FL</Region>
</LocationSummary>
</EmployerContactInfo>

<PositionHistory currentEmployer="true">
    <Title>President</Title>
    <Description>
        President
    </Description>
    <!-- We must get either a start or end date,
    both preferrably -->
    <StartDate>
        <AnyDate>1993-01-01</AnyDate>
    </StartDate>
    <EndDate>
        <AnyDate>2007-08-01</AnyDate>
    </EndDate>
    <Compensation>
        <EndingCompensation intervalType="Annual">
            120000
        </EndingCompensation>
    </Compensation>
    <Verification>
        <!-- This should be name of contact person-->
        <ContactInfo>
            <PersonName>
                <FormattedName>John
                Q</FormattedName>
            </PersonName>
        </ContactInfo>
        <ReasonForLeaving>TEST</ReasonForLeaving>
        <!-- Must be provided, if missing or left as false
        screening cannot be run -->
        <PermissionToContact>
            False
        </PermissionToContact>
    </Verification>
</PositionHistory>
</EmployerOrg>

```



```

        </EmploymentHistory>
    </SearchEmployment>
</Screening>

<!-- Education Screening
NOTE: This screening type can appear zero or more times and is only required in packages
that request this information -->
<Screening type="education">
    <SearchEducation>
        <EducationHistory>
            <SchoolOrInstitution schoolType="secondary">
                <School>
                    <SchoolName>UNIVERSITY OF TEXAS</SchoolName>
                </School>
                <LocationSummary>
                    <Municipality>Austin</Municipality>
                    <Region>TX</Region>
                    <PostalCode>73301</PostalCode>
                    <CountryCode>US</CountryCode>
                </LocationSummary>
                <ContactMethod>
                    <Telephone>
                        <FormattedNumber>
                            800-232-3921
                        </FormattedNumber>
                    </Telephone>
                </ContactMethod>
                <Degree>
                    <DegreeName>MASTER</DegreeName>
                    <DegreeMajor>
                        <Name>BUSINESS ADMINISTRATION</Name>
                    </DegreeMajor>
                    <DegreeDate>
                        <AnyDate>1990-01-01</AnyDate>
                    </DegreeDate>
                </Degree>
                <DatesOfAttendance>
                    <StartDate>
                        <AnyDate>notKnown</AnyDate>
                    </StartDate>
                    <EndDate>
                        <AnyDate>1990-01-01</AnyDate>
                    </EndDate>
                </DatesOfAttendance>
                <Comments>This is test description of education</Comments>
            <!-- Must be provided in the event client only wishes certain

```

```

education levels to be processed -->
<LocalInstitutionClassification>
    <Description>Undergraduate</Description>
</LocalInstitutionClassification>
<!-- Must directly ask applicant if they actually graduated, as
this serves to disqualify the search from being processed if
answered false; valid values: True/False
<AdditionalItems qualifier="HasGraduated">
    <Text>True </Text>
</AdditionalItems>
</SchoolOrInstitution>
</EducationHistory>
</SearchEducation>
</Screening>

<!-- Drug Screening Request
NOTE: This screening type can appear zero or more times -->
<Screening type="drug">
    <SearchDrugs>
        <ReasonForTest>Pre-Employment</ReasonForTest>
        <TestType type="5Panel"/>
        <SpecimenIdNumber>
            <IdValue>0329457995</IdValue>
        </SpecimenIdNumber>
    </SearchDrugs>
</Screening>
</Screenings>
</BackgroundSearchPackage>
</BackgroundCheck>

```