



HR-XML Integration Specifications

Version 2.4



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Version 1.0

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Document History

Version	Author	Comments/Changes	Revision Date
1.0	IDG: HY	The version has been updated to conform to the HR-XML 2.4 specification used on the Sterling East Platform. It extends additional values, fields and new services to support the integratio from the Sterling West platform	1/23/2013

Errors and Omissions

Sterling strives to provide you with the most accurate and comprehensive documentation. However, we cannot guarantee all statements are error and omission free. If you find any errors or omissions, please report them promptly so we can make the requisite corrections. Contact integrations@sterlingtesting.com.

Definitions and Acronyms

SterlingDirect. Sterling's web-based order entry application.

Package. A pre-defined set of one or more screening services.

Background Check Request. A background check request is a requisition for a background check order in Sterling's fulfillment system. It contains applicant and order information. A background check request becomes an order after it has been accepted and assigned a 7/8-digit Sterling order number.

Screening or Screening Service. A screening service is a single unit of service available through Sterling's fulfillment systems. A background check order can contain one or more screenings.

Background Check. A background check consists of one or more screenings. Background checks typically are conducted on applicants after they have been given a conditional offer of employment, but they also may be conducted on current employees or other resources (for instance, a contractor or vendor employee). For example, a DOT employer might periodically request motor vehicle record searches for its contingent, non-exempt workforce to ensure they have clean driving records and to ensure they have maintained the licenses required for their positions.

Screening. A screening is a particular type of search or verification procedure conducted as part of a background check. Examples of screenings include criminal conviction search, motor vehicle record search, education verification, employment verification, and etc.

Introduction

Purpose of Document

This document is a technical reference intended for those who wish to develop an application integration with Sterling using the HR-XML data format. This specification document details the HR-XML format as readable by integration components as part of the Sterling Client Integration Platform (CLIP). *Workflow, supported protocols, and usage are covered in separate documents.*

Intended Audience

This document is written for technical staff (analysts and developers) who seek to programmatically integrate their application with Sterling's fulfillment network. It describes HR-XML elements available in both background check request and result schemas.

Areas Not Covered By This Document

There are many topics to consider when performing pre-employment screening and background checks on job candidates: data privacy, legal issues including client agreements and release forms, security, etc.

Sterling makes no attempt to address these issues in this document. Some of these topics are covered in Sterling's Integrations Guide. Please contact Sterling for more information concerning these topics or for a copy of the Integrations Guide.

Overview

Background

The Sterling Client Integrations Platform (CLIP) is designed to allow clients to exchange the data necessary to fulfill orders and deliver background check results in a standard format. Currently, clients can order screenings in many ways: faxing order requests to our Client Services group, entering an order through SterlingDirect, or electronically submitting requests from an ATS or HR system.

Why Integrate?

By adopting the HR-XML Consortium's BackgroundCheck/BackgroundReports specification, we can easily integrate disparate ATS or HR systems in a consistent, repeatable, and reliable way. An integration will reduce both your time and our own administrative costs by eliminating the need to re-enter data. It will also reduce errors that result from copying and pasting data from one application to another or from re-keying fax and paper-based orders. Integrations also improve turn-around times because orders are deposited directly into our system, not in a fax queue or inbox.

Design Requirements

CLIP leverages a push-based request-response messaging metaphor, typically over secure channels like HTTPS. CLIP is flexible and fully certified against HR-XML Consortium's specifications. When we offer new services to our existing portfolio of services or when one of our

vendors adjust the format of the data we receive from them, we need to be able to accommodate the changes in our orders and results. CLIP is designed to meet these needs.

Note: This document covers HR-XML Consortium's 2.4 (2006-02-28) release of BackgroundCheck and BackgroundReports schemas. They are available for download at <http://www.hr-xml.org>.

Scope

The HR-XML Consortium's specification for background checking was designed with many types of services and vendors in mind. Sterling makes no attempt to do accommodate every type of vendor or service. We are only capturing the information required for Sterling to perform its services.

Implementation Considerations

Overview of CLIP workflow

The CLIP workflow process begins with the client identifying the subject(s) to perform a background check on and determining the set of screenings to perform on each. This information (candidate and order data) is assembled into a background check request message.

The request is posted to Sterling using any commonly-supported synchronous Internet protocol (i.e., HTTPS, SOAP, etc.) and is validated for correctness and completeness of the data. If the request does not contain sufficient information to perform a search, an error/exception request is generated and posted back to the client for review and reconciliation. If the request has sufficient information the request is accepted into Sterling's fulfillment system as an order and screening activities commence. Once the screenings have finished, results are posted back to the ATS or HR system.

Suggested Resources for Implementation

The HR-XML BackgroundCheck schema is the blueprint for a client to put their data into a format that is HR-XML compliant and readable by CLIP. Any BackgroundCheck XML document created by the client must be well formed and validated against the schema.

Clients can use the BackgroundReports schema as a guideline to "translate" background check results from Sterling's HR-XML data format to their own data format. One of the best methods to do this is to use an XSL transformation. *XSL/XSLT files are not covered in this document because they are specific to the clients' needs.*

The HR-XML Consortium provides schemas for BackgroundCheck and BackgroundReports. It is up to the client to transform their data to an XML (or other) format. Please feel free to contact Sterling regarding assistance with XML data transformation.

Communications

Sterling requires you to use the push model to exchange background check messages to and from Sterling. With this model, we receive order requests and publish order results. You do not have to wastefully consume network bandwidth and system resources exchanging and processing additional messages.

BackgroundCheck Submission Process

Once a client is configured to use CLIP, a background check request can be submitted by using one of several different methods over the HTTPS protocol. Various options for submissions are not covered in entirety in this section. A separate document is available for workflow and supported protocols.

As an example, we will post a BackgroundCheck request to our Web Service. SOAP messages are transported over HTTP to this address:

<http://qa.sterlingdirect.com/sif/ws/hrxml/Screening/1.0/>

The following is a code snippet of a possible implementation written in VBScript and used in an ASP page:

```
Public Function Send(ByVal URL As String)
Dim oHTTP As New MSXML2.ServerXMLHTTP30
Dim sXML As String

sXML = XML
oHTTP.setRequestHeader "Content-type", "text/xml"
oHTTP.open "POST", URL, False
oHTTP.Send sXML
ResponseStr = oHTTP.ResponseText
End Function
```

The response you receive from this post is an XML stream containing acknowledgement of your post. If the request is rejected, an error message explaining the problem will be included.

The full result response echoes back most of the original request criteria given by the client and the results for each screening requested. Results will be posted one subject at a time regardless of how the background check request is posted.

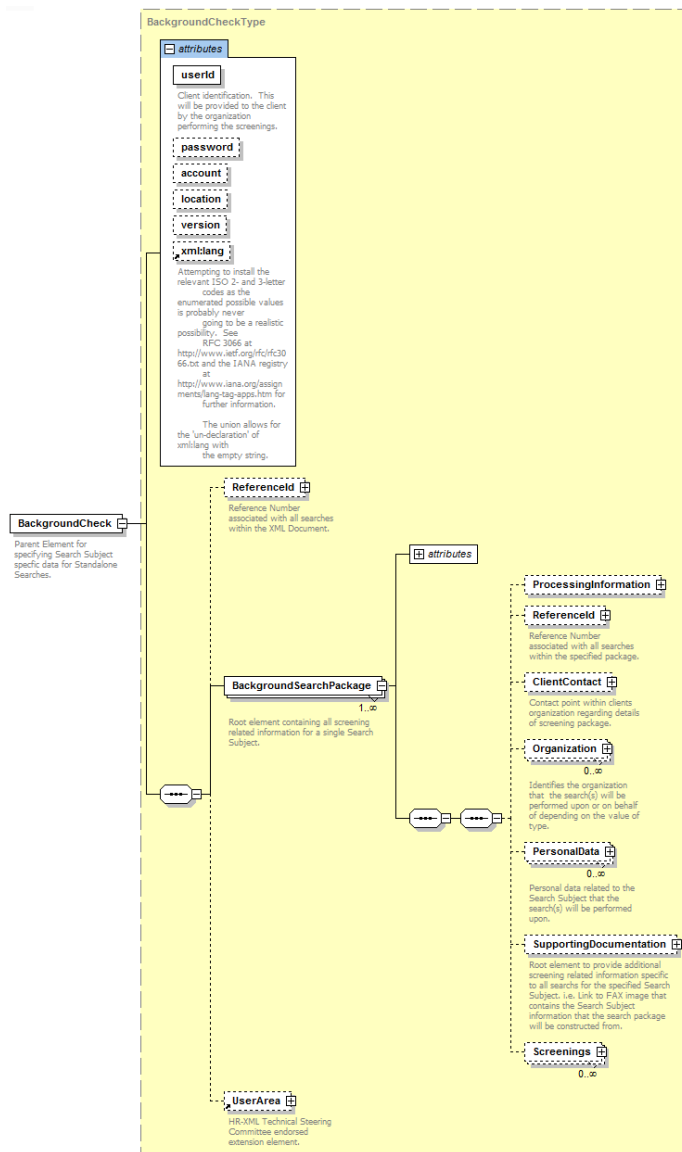
HR-XML Schema Reference

This section contains a reference of all elements in the BackgroundCheck and BackgroundReports schemas, as used and specified by Sterling.

BackgroundCheck Schema

The BackgroundCheck schema is used to validate any background check request coming from a client to Sterling. It is also the blueprint a client uses to build their order package for Sterling.

BACKGROUNDCHECK



BackgroundCheck is the topmost element for specifying your candidate and order data. BackgroundCheck's most critical child element is BackgroundSearchPackage. *One background check package is supported within the BackgroundCheck element.*

Trading Partner and Client Credential

Field Name	XPath	Description	Required Field
Trading Partner Username	/BackgroundCheck/@userId	The Trading Partner's username used to identify and authenticate the system making the request. This will be provided by Sterling	Mandatory
Trading Partner Password	/BackgroundCheck/@password	The Trading Partner's password for Trading Partner's username. This will be provided by Sterling	Mandatory
Trading Partner Group	/BackgroundCheck@account	The Trading Partner Group. This will be provided by Sterling	Mandatory
Client's User Name	/BackgroundCheck/BackgroundSearchPackage/ProcessingInformation/AccessCredential[@type="UserName"]	The Client's username which is used to identify the end user of the client that is making the requisition. It will be provided by Sterling	Mandatory
Client's Password	/BackgroundCheck/BackgroundSearchPackage/ProcessingInformation/AccessCredential[@type="Password"]	The Client's password that is used in conjunction with the Client's username to authenticate the end user of the client making the request. It will be provided by Sterling	Mandatory
Group ID	/BackgroundCheck/BackgroundSearchPackage/ProcessingInformation/AccessCredential[@type="Account"]	Sterling's Trading Partner Group ID that is used to identify the Trading Partner. It will be provided by Sterling	Mandatory
Requisition ID	/BackgroundCheck/BackgroundSearchPackage/ReferenceId/IdValue	This is a unique identifier in the Trading Partner's system that will be used to match the request in their system when Sterling sends the order results. It is sent by the Client/Trading Partner at the time of order creation and Sterling will quote it back in the order results hr-xml	Optional for Sterling Mandatory for Client
Organization Name	/BackgroundCheck/BackgroundSearchPackage/Organization/OrganizationName	This is the organization name of the client to which the services will be billed. One Client could have multiple organizations	Optional
Organization ID	/BackgroundCheck/BackgroundSearchPackage/Organization/OrganizationId/IdValue	The field could be the Billing Code, Cost Center or Store number to which the services will be charged by Sterling. It will be predefined by Client	Mandatory
Job State	/BackgroundCheck/BackgroundSearchPackage/Organization/AdditionalItems[@type='x:stsField' and @qualifier='x:stsJobState']/Text	It is the State in which the job opening exists. Two character U.S. state code.	Optional
Projected Salary	/BackgroundCheck/BackgroundSearchPackage/Organization/AdditionalItems[@type='x:stsField' and @qualifier='x:stsProjectedSalary']/Text	It is a projected Salary of the applicant. It should be a numeric value that we can map to a range on our end. It may or may not contain the \$ sign. Whatever it is, it should be consistent	Optional
Job Id	/BackgroundCheck/BackgroundSearchPackage/Organization/AdditionalItems[@type='x:stsField' and @qualifier='x:stsJobId']/Text	Sterling Job Id which used to identify the profile that is set up for the particular client in Sterling. (Only used for Sterling West Platform)	Mandatory (for Interactive Integration with EWP)
Miscellaneous Field(s)	/BackgroundCheck/BackgroundSearchPackage/Organization/Additional	Custom Fields for Miscellaneous Information that	Optional

Field Name	XPath	Description	Required Field
	allItems[@type='x:stsField' and @qualifier='x:stsMisc1']/Text	is required for the order to be completed and/or information needed to be quoted back in the results. There can be up to 15 such custom fields	

HR-XML Code Snippet

```
<?xml version="1.0" encoding="UTF-8"?>
<BackgroundCheck userId="myAtsTpUser" password="myAtsTpPass" account="myAtsTpGroup" xmlns="http://ns.hr-xml.org/2006-02-28" xmlns:dc="http://purl.org/dc/elements/1.1/" xmlns:ds="http://www.w3.org/2000/09/xmldsig#"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28">
  <BackgroundSearchPackage>
    <ProcessingInformation>
      <AccessCredential type="UserName">user1</AccessCredential>
      <AccessCredential type="Password">StLQz9ygQJ</AccessCredential>
      <!--Sterling's GroupID-->
      <AccessCredential type="Account">AcmeCorp</AccessCredential>
    </ProcessingInformation>
    <!--Client's requisition id-->
    <Referenceld>
      <IdValue>589072b2-8183-11dc-8314-0800200c9a66</IdValue>
    </Referenceld>
    <Organization>
      <!--Company Name-->
      <OrganizationName>Acme Corporation</OrganizationName>
      <!--Bill Code/Cost Center/Store Number-->
      <OrganizationId>
        <IdValue>Store SC455</IdValue>
      </OrganizationId>
      <!--Job Id which tied to the profile in Sterling -->
      <AdditionalItems type="x:stsField" qualifier="x:stsJobID">
        <Text>1236548</Text>
      </AdditionalItems>
      <!--State in which the job opening exists-->
      <AdditionalItems type="x:stsField" qualifier="x:stsJobState">
        <Text>SC</Text>
      </AdditionalItems>
      <!--Projected Salary - This should be a numeric value that we can map to a range on our end
      It may or may not contain the $ sign. Whatever it is, it should be consistent-->
      <AdditionalItems type="x:stsField" qualifier="x:stsProjectedSalary">
        <Text>75000</Text>
      </AdditionalItems>
      <!--Miscellaneous Information Section - up to 15 custom fields-->
      <AdditionalItems type="x:stsField" qualifier="x:stsMisc1">
        <Text>Miscellaneous Information for Slot 1</Text>
      </AdditionalItems>
      <AdditionalItems type="x:stsField" qualifier="x:stsMisc2">
        <Text>Miscellaneous Information for Slot 2</Text>
      </AdditionalItems>
      <AdditionalItems type="x:stsField" qualifier="x:stsMisc3">
```

```

<Text>Miscellaneous Information for Slot 3</Text>
</AdditionalItems>
<AdditionalItems type="x:stsField" qualifier="x:stsMisc15">
  <Text>Miscellaneous Information for Slot 15</Text>
</AdditionalItems>
</Organization>

```

Candidate Information

Field Name	XPath	Description	Required Field
First Name	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PersonName/GivenName	Candidate's First Name	Mandatory
Middle Name	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PersonName/MiddleName	Candidate's Middle Name	Optional
Name Title	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PersonName/FamilyName[@prefix='title']	Candidate's Name title: (Mr/Mrs/Ms/Miss etc.)	Optional
Last Name	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PersonName/FamilyName[@primary='true']	Candidate's Last Name	Mandatory
Maiden Name	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PersonName/FamilyName[@primary='false']	Candidate's Maiden Name	Optional
Additional First Name	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PersonName[@type='Alias' and qualifier='x:stsAdditionalName']/GivenName	Candidate's other names (e.g. maiden name or nickname)	Optional
Additional Last Name	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PersonName[@type='Alias' and qualifier='x:stsAdditionalName']/FamilyName	Candidate's other names (e.g. maiden name or nickname)	Optional
Additional Name Used From	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PersonName[@type='Alias' and qualifier='AdditionalName']/Affix[@type='qualification']	Date that the name used from	Optional
Additional Name Used Until	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PersonName[@type='Alias' and qualifier='AdditionalName']/Affix[@type='qualification']	Date that the name used until	Optional
SSN	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='SSN']	Candidate's Social Security Number or National Identification Number. SSN formatted should be 111-11-1111	Mandatory
Driver License Country Code	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='DMV']/countryCode	Country code - 2 character Country Code	Optional for U.S. Mandatory for CRB Check
Driver License Issued State	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='DMV'] /BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='DMV']/@jurisdiction	U.S. only. 2-character Driver's License Issuing State	Mandatory (U.S. only)
Driver License Number	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='DMV']	Alphanumeric Driver's License Number (No space and dashes)	Mandatory Mandatory for CRB Check

Field Name	XPath	Description	Required Field
Driver License Expiration Date	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='DMV']/@validTo	The Date that driver license expires	Optional
Driver License Issued Date	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='DMV']/@validFrom	The date that driver license issued	Optional for U.S. Mandatory for CRB Check
Driver License Type	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='DMV' and countryCode='UK']/@documentType	Type of driver license. (Paper / Photocard)	Only for CRBCheck Search Mandatory for CRB Check
Passport Number	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='Passport']	Passport Number	Mandatory for CRB Check
Passport Nationality	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='Passport']/countryCode	Passport Nationality	Mandatory for CRB Check
Passport Country Of Issue	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='Passport']/issuingRegion	The country that the Passport issued	Mandatory for CRB Check
Passport Date of Issue	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GovernmentId[@issuingAuthority='Passport']/ValidFrom	The date that Passport issued	Mandatory for CRB Check
Date of Birth	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/DateOfBirth	Candidate's Date of Birth. (YYYY-MM-DD)	Mandatory for Criminal Search
Place of Birth	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/BirthPlace	Candidate's place of birth	Optional
Country of Birth	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/Other[@type='x:stsBirthCountry']	Candidate's country of birth	Optional
Race	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/Race	Candidate's Race. (See Appendix A for dropdown value)	Optional
Gender	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/GenderCode	Candidate's Gender. (See appendix table for selection criteria)	Optional
Nationality	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/Nationality	National Identity	Optional
Present Address Country	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PostalAddress[@type='streetAddress']/CountryCode	Country	Optional
Present Address Zip Code	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PostalAddress[@type='streetAddress']/PostalCode	Zip Code - Only 5 numbers	Mandatory
Present Address State	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PostalAddress[@type='streetAddress']/Region	State - Must be 2 character State Code	Mandatory
Present Address City	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PostalAddress[@type='streetAddress']/Municipality	City	Mandatory
Present Address Street Address	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PostalAddress[@type='streetAddress']/DeliveryAddress/AddressLine	Street Address or P.O.Box , etc.	Mandatory
Present Address Apartment number	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PostalAddress[@type='streetAddress']/DeliveryAddress/Unit	Apartment, floor number.	Optional

Field Name	XPath	Description	Required Field
Date living at the Address	/BackgroundCheck/BackgroundSearchPackage/PersonalData/PostalAddress[@type='streetAddress']/validFrom	Data that candidate lives at the current address. (YYYY-MM)	Optional
Current Phone Number	/BackgroundCheck/BackgroundSearchPackage/PersonalData/ContactMethod/Telephone/FormattedNumber	Candidate's Phone number	Optional
Mobile Phone Number	/BackgroundCheck/BackgroundSearchPackage/PersonalData/ContactMethod/Mobile/FormattedNumber	Mobile number or Alternative phone number	Optional
Current Email Address	/BackgroundCheck/BackgroundSearchPackage/PersonalData/ContactMethod/InternetEmailAddress	Candidate's Email Address	Optional
Preferred Contact Method	/BackgroundCheck/BackgroundSearchPackage/PersonalData/ContactMethod/WhenAvailable	Preferred Contact Method. (Phone or Email)	Optional
Package ID	/BackgroundCheck/BackgroundSearchPackage/Screenings/PackageId/Id Value	The package id from which the client is ordering services	Mandatory
Previous Address Lived from	/BackgroundCheck/BackgroundSearchPackage/Screenings/PriorPersonalData/EffectiveDate/StartDate/StringDate	The date that candidate starts living in this address. (YYYY-MM)	Optional
Previous Address Lived Until	/BackgroundCheck/BackgroundSearchPackage/Screenings/PriorPersonalData/EffectiveDate/EndDate/StringDate	The date that candidate stops living in the address. (YYYY-MM)	Optional
Previous Address Country	/BackgroundCheck/BackgroundSearchPackage/Screenings/PriorPersonalData/PostalAddress/CountryCode	Country	Optional
Previous Address Zip Code	/BackgroundCheck/BackgroundSearchPackage/Screenings/PriorPersonalData/PostalAddress/PostalCode	Zip Code - Only 5 digits	Optional
Previous Address State	/BackgroundCheck/BackgroundSearchPackage/Screenings/PriorPersonalData/PostalAddress/Region	State - Must be 2 character State Code	Optional
Previous Address City	/BackgroundCheck/BackgroundSearchPackage/Screenings/PriorPersonalData/PostalAddress/Municipality	City	Optional
Previous Address Street Address	/BackgroundCheck/BackgroundSearchPackage/Screenings/PriorPersonalData/PostalAddress/DeliveryAddress/AddressLine	Street Address or P.O. Box, etc.	Optional
Previous Address Apartment number	/BackgroundCheck/BackgroundSearchPackage/Screenings/PriorPersonalData/PostalAddress/DeliveryAddress/Unit	Apartment, floor number.	Optional
Miscellaneous Field	/BackgroundCheck/BackgroundSearchPackage/Screenings/AdditionalItems[@type='x:stsField' and @qualifier='x:stsMisc1']/Text	This is the miscellaneous field that is used to store the additional information provided by Client.	Optional
Notes	/BackgroundCheck/BackgroundSearchPackage/PersonalData/DemographicDetail/Other[@type='x:stsNotes']	Notes for the candidate.	Optional

HR-XML Code Snippet

```

<PersonalData>
  <!--Primary Name-->
  <PersonName>
    <!--First Name/Forename-->
    <GivenName>Jane</GivenName>
    <!--Middle Name-->
    <MiddleName>Crosby</MiddleName>
    <!--Title (Mr/Mrs/Ms/Miss etc.)-->
    <FamilyName prefix="title">Mr.</FamilyName>
    <!--Family/Surname, -->
    <FamilyName primary="true">Witherspoon</FamilyName>
    <!--Maiden Name-->
    <FamilyName primary="false">Gibbs</FamilyName>
  </PersonName>
  <!-- Additional Names -->
  <PersonName type="Alias" qualifier="x:stsAdditionalName">
    <!--First name/Forename-->
    <GivenName>Smith</GivenName>
    <!--Family/Surname-->
    <FamilyName>Jone</FamilyName>
    <!--Date of the name Used from-->
    <Affix type="qualification">1998-10</Affix>
    <!--Date of the name used until-->
    <Affix type="qualification">2008-02</Affix>
  </PersonName>
  <!--Current Address, ValidFrom is the date when candidate starts to live in the address-->
  <PostalAddress type="streetAddress" validFrom="2001-01">
    <CountryCode>US</CountryCode>
    <!--Zip code-->
    <PostalCode>08625</PostalCode>
    <!--State-->
    <Region>NJ</Region>
    <!--City-->
    <Municipality>Trenton</Municipality>
    <DeliveryAddress>
      <!--Street Address, POBox, etc.-->
      <AddressLine>Department of community affair</AddressLine>
      <!--Apartment, Floor, etc.-->
      <Unit/>
    </DeliveryAddress>
  </PostalAddress>
  <ContactMethod>
    <!--Preferred contact: Phone vs Email-->
    <WhenAvailable>Phone</WhenAvailable>
    <!--Phone number-->
    <Telephone>
      <FormattedNumber>212-736-5100</FormattedNumber>
    </Telephone>
    <!--Alternate phone number-->
    <Mobile>
      <FormattedNumber>123-654-987</FormattedNumber>
    </Mobile>
    <!--Applicant Email address-->
    <InternetEmailAddress>jgibbs@hanmail.net</InternetEmailAddress>
  </ContactMethod>

```

```

</ContactMethod>
<DemographicDetail>
  <!--Social Security Number or National Identification Number-->
  <GovernmentId issuingAuthority="SSN">123456789</GovernmentId>
  <!--Drivers License info: Valid From" is the date issued , Valid to is expiration date, doucmentType would be "Paper" or "Photocard" for UK driving license -->
  <GovernmentId countryCode="US" jurisdiction="NY" issuingAuthority="DMV" validFrom="1999-01-02" validTo="2009-01-02" documentType="Paper">538474910</GovernmentId>
  <!--Passport informaiton: Valid From" is the date issued, Issuing Region is the country issued, Countrycode is passpord nationality-->
  <GovernmentId countryCode="UK" issuingRegion="United Kingdom" issuingAuthority="Passport" validFrom="2002-01-05" validTo="1998-02-04">3493-93883-838</GovernmentId>
  <!--Date of Birth-->
  <DateOfBirth>1978-12-10</DateOfBirth>
  <!--Race: dropdown values-->
  <Race>White</Race>
  <!--Gender-->
  <GenderCode>2</GenderCode>
  <!--It has to be 2 digits-->
  <Nationality>UK</Nationality>
  <!--Visa Status-->
  <VisaStatus/>
  <!--Place of Birth-->
  <BirthPlace>England</BirthPlace>
  <!--Applicant Notes: Country of Birth-->
  <Other type="x:stsBirthCountry">United Kingdom</Other>
</DemographicDetail>
</PersonalData>
<Screenings>
  <!--Package id-->
  <PackageId>
    <IdValue>Standard</IdValue>
  </PackageId>
  <!--Previous address-->
  <PriorPersonalData>
    <EffectiveDate>
      <!--Start to living in this address-->
      <StartDate>
        <StringDate>2001-05</StringDate>
      </StartDate>
      <!--Stop living at this address-->
      <EndDate>
        <StringDate>2011-08</StringDate>
      </EndDate>
    </EffectiveDate>
    <PostalAddress>
      <!--Country (required field not used-->
      <CountryCode>US</CountryCode>
      <!--Zip Code-->
      <PostalCode>22101</PostalCode>
      <!--State-->
      <Region>VA</Region>
      <!--City-->
      <Municipality>McLean</Municipality>
      <DeliveryAddress>
        <!--Street Address, POBox, etc.-->
        <AddressLine>6800 Fleetwood St.</AddressLine>
        <Unit>12F</Unit>
      </DeliveryAddress>
    </PostalAddress>
  </PriorPersonalData>
</Screenings>

```

```

</PostalAddress>
</PriorPersonalData>
<!--Miscellaneous Information Section -->
<AdditionalItems type="x:stsField" qualifier="x:stsMisc1">
  <Text>Additional Information for Slot 1</Text>
</AdditionalItems>
<AdditionalItems type="x:stsField" qualifier="x:stsMisc2">
  <Text>Additional Information for Slot 2</Text>
</AdditionalItems>

```

Screening – Legal Publication (Civil Litigation)Search

Field Name	XPath	Description	Required Field
Legal Publication Search	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='other' and @qualifier='x:stsLegalPublicationSearch']	Civil Litigation Screening Service	If the Legal Publication Search is selected, this field is mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='other' and @qualifier='x:stsLegalPublicationSearch']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	Optional
Judgments Incurred Status	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='other' and @qualifier='x:stsLegalPublicationSearch']/AdditionalItems[@type='x:stsField' and @qualifier='x:stsJudgmentsIncurredStatus']/Text	Have you ever had any civil judgments made against you? (Yes or No)	Optional
Judgments Incurred	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='other' and @qualifier='x:stsLegalPublicationSearch']/AdditionalItems[@type='x:stsField' and @qualifier='x:stsJudgmentsIncurred']/Text	The place captures the details of all judgments incurred.	If the Judgments Incurred Status is 'Yes', this field is mandatory.

HR-XML Code Snippet

```

<Screening type="other" qualifier="x:stsLegalPublicationSearch">
  <ReferenceId>
    <IdValue>123654</IdValue>
  </ReferenceId>
  <!--Have you ever had any civil judgments made against you? (Yes or No) -->
  <AdditionalItems type="x:stsField" qualifier="x:stsJudgmentsIncurredStatus">
    <Text>Yes</Text>
  </AdditionalItems>
  <!--If the JudgementsIncurredStatus is "Yes", the detail of all judgments incurred should be provided in the section-->
  <AdditionalItems type="x:stsField" qualifier="x:stsJudgmentsIncurred">
    <Text>The place captures the details of all judgments incurred</Text>
  </AdditionalItems>
</Screening>

```

Screening – UK Directorship or Directorship Search

Field Name	XPath	Description	Required Field
Directorship Search	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference' and @qualifier='x:stsDirectorshipSearch']	UK Directorship Search Screening Service	If the Directorship Search is selected, this field is mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='other' and @qualifier='x:stsDirectorshipSearch']/Referenceld/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	Optional
Company Name	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference' and @qualifier='x:stsDirectorshipSearch']/SearchOther/Organization/OrganizationName	The name of the company where the position holds.	Mandatory
Company Phone Number	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference' and @qualifier='x:stsDirectorshipSearch']/SearchOther/Organization/ContactMethod/Telephone/FormattedNumber	Company's phone number.	Optional
Date From	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference' and @qualifier='x:stsDirectorshipSearch']/SearchOther/Organization/AdditionalItems[@type='x:stsField' and @qualifier='x:stsStartDate']/Text	Start date of the position Data format has to be 'yyyy-mm-dd'	Mandatory
Date Until	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference' and @qualifier='x:stsDirectorshipSearch']/SearchOther/Organization/AdditionalItems[@type='x:stsField' and @qualifier='x:stsEndDate']/Text	End date of the position. Data format has to be 'yyyy-mm-dd'.	Mandatory
Disqualification Status	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='other' and @qualifier='x:stsDirectorshipSearch']/SearchOther/Organization/AdditionalItems[@type='x:stsField' and @qualifier='x:stsDisqualificationStatus']/Text	Have you ever been disqualified from acting as a director or secretary? (Yes or No)	Optional
Reason For Disqualification	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='other' and @qualifier='x:stsDirectorshipSearch']/SearchOther/Organization/AdditionalItems[@type='x:stsField' and @qualifier='x:stsReasonForDisqualification']/Text	The place captures the reasons of the disqualification.	If the Disqualification Status is 'Yes', this field is mandatory.
Disqualified From	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='other' and @qualifier='x:stsDirectorshipSearch']/SearchOther/Organization/AdditionalItems[@type='x:stsField' and @qualifier='x:stsDisqualificationStartDate']/Text	Start date of the disqualification	If the Disqualification Status is 'Yes', this field is mandatory.
Disqualified Until	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='other' and @qualifier='x:stsDirectorshipSearch']/SearchOther/Organization/AdditionalItems[@type='x:stsField' and @qualifier='x:stsDisqualificationEndDate']/Text	End date of the disqualification	If the Disqualification Status is 'Yes', this field is mandatory.

HR-XML Code Snippet


```
<Screening type="reference" qualifier="x:stsDirectorshipSearch">
  <ReferenceId>
    <IdValue>d3456</IdValue>
  </ReferenceId>
  <SearchOther>
    <Organization>
      <!--Company Name-->
      <OrganizationName>Stelring Info Systems</OrganizationName>
      <!--Company Phone number-->
      <ContactMethod>
        <Telephone>
          <FormattedNumber>123654895</FormattedNumber>
        </Telephone>
      </ContactMethod>
      <!--Start date of the position-->
      <AdditionalItems type="x:stsField" qualifier="x:stsStartDate">
        <Text>2001-05-05</Text>
      </AdditionalItems>
      <!--End date of the position-->
      <AdditionalItems type="x:stsField" qualifier="x:stsEndDate">
        <Text>1999-01-11</Text>
      </AdditionalItems>
      <!--Have candidate ever been disqualified from acting as a director or secretary? (Yes or No) -->
      <AdditionalItems type="x:stsField" qualifier="x:stsDisqualificationStatus">
        <Text>Yes</Text>
      </AdditionalItems>
      <!--If the DisqualificationStatus is "Yes", the reason for disqualification should be provided in this section-->
      <AdditionalItems type="x:stsField" qualifier="x:stsReasonForDisqualification">
        <Text>Reasons of the disqualification</Text>
      </AdditionalItems>
      <!--Start date of the Disqualification-->
      <AdditionalItems type="x:stsField" qualifier="x:stsDisqualificationStartDate">
        <Text>2004-01-08</Text>
      </AdditionalItems>
      <!--End date of the Disqualification-->
      <AdditionalItems type="x:stsField" qualifier="x:stsDisqualificationEndDate">
        <Text>2005-12-02</Text>
      </AdditionalItems>
    </Organization>
  </SearchOther>
</Screening>
```

Screening – Media Search

Field Name	XPath	Description	Required Field
Media Search	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference' and @qualifier='x: stsAdverseMediaStatus']	Media Search Screening Service	If the Media Search is selected, this field is mandatory

Field Name	XPath	Description	Required Field
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference' and @qualifier='x: stsAdverseMediaStatus']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	Optional
Adverse Media Status	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference' and @qualifier='x: stsMediaSearch']/AdditionalItems[@type="x: stsField" and @qualifier="x: stsAdverseMediaStatus"]/Text	To the best of your knowledge, have you ever been the subject of any adverse media coverage? (Yes or No)	Optional
Media Coverage Incurred	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference' and @qualifier='x: stsMediaSearch']/AdditionalItems[@type="x: stsField" and @qualifier="x: stsMediaCoverageIncurred"]/Text	The place captures the detail of adverse media coverage incurred.	If the AdverseMediaStatus is 'Yes', this field is mandatory.

HR-XML Code Snippet

```
<Screening type="reference" qualifier="x: stsMediaSearch">
  <ReferenceId>
    <IdValue>MediaSearch123654</IdValue>
  </ReferenceId>
  <!--To the best of your knowledge, have you ever been the subject of any adverse media coverage? (Yes or No) -->
  <AdditionalItems type="x: stsField" qualifier="x: stsAdverseMediaStatus">
    <Text>Yes</Text>
  </AdditionalItems>
  <!--If the AdverseMediaStatus is "Yes", the detail information should be provided in the section-->
  <AdditionalItems type="x: stsField" qualifier="x: stsMediaCoverageIncurred">
    <Text>The place captures the detail of adverse media coverage incurred</Text>
  </AdditionalItems>
</Screening>
```

Screening – Criminal

Field Name	XPath	Description	Required Field
Criminal - Statewide	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='statewide']	Criminal Search on the state. The State must be provided for the state search	Mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='statewide']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	Optional
State	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='statewide']/Region	State on which the search is based on. The state has to be two digits.	Mandatory (The state would be "PR" for Puerto Rico criminal search.
Maiden Name	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and	Mother's Maiden Name required for certain countries	Optional Mandatory if it's Puerto Rico criminal

Field Name	XPath	Description	Required Field
	@qualifier='statewide']/AdditionalItems[@type='x:stsField' and @qualifier='x:stsMotherMaidenName']/Text		search
Place of Birth	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='statewide']/AdditionalItems[@type='x:stsField' and @qualifier='x:stsPlaceOfBirth']/Text	Place of Birth (City, State and Country)	Optional Mandatory if it's Puerto Rico criminal search
Criminal – County	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='county']	Criminal Search on the County. For county search, Region, Postal Code and Municipality must be supplied. The required jurisdiction values should be the combination of State and City or State and Zip code	Mandatory
Country	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='county']/CountryCode	"US" only supported. See section below for international searches.	Optional
State	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='county']/Region	2-character U.S. state	Mandatory
City	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='county']/SearchCriminal/Municipality	City	Mandatory
County	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='county']/SearchCriminal/County	County	DO NOT POPULATE. Sterling performs look-up based on value combinations of city, state, and zip code.
Zip Code	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='county']/SearchCriminal/PostalCode	5-digit Zip Code. +4 not accepted.	Mandatory
Criminal - Federal	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='federalCriminal']	Federal Criminal Search. The required data for this search are First Name, Last Name, SSN and Date of Birth. The required jurisdiction values should be the combination of State and City or State and Zip code	Mandatory
State	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='federalCriminal']/Region	2-character U.S. state	Mandatory
City	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='federalCriminal']/SearchCriminal/Municipality	City	Mandatory
Zip Code	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='federalCriminal']/SearchCriminal/PostalCode	5-digit Zip Code	Mandatory
Criminal – federalCivil	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='federalCivil']	Federal Civil Criminal Search. The required fields for this search are First Name, Last Name, SSN and Date of Birth. The required jurisdiction values should be	Mandatory

Field Name	XPath	Description	Required Field
		the combination of State and City or State and Zip code	
State	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='x:stsDistrict']/Region	2-character U.S. state	Mandatory
City	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='x:stsDistrict']/SearchCriminal/Municipality	City	Mandatory
Zip Code	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='x:stsDistrict']/SearchCriminal/PostalCode	5-digit Zip Code	Mandatory
Criminal – x:stsCRBCheck	BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='x: stsCRBCheck']	CRB Check Screening Service	Mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='x: stsCRBCheck']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	Optional
Criminal Offense Status	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='x: stsCRBCheck']/AdditionalItems[@type='x:stsField' and @qualifier='x: stsCriminalOffenseStatus']/Text	Have you ever been convicted of a criminal offence or received a caution, reprimand or warning? (Yes or No)	Optional
Criminal Offense Received	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='x:stsMediaSearch']/AdditionalItems[@type='x:stsField' and @qualifier='x: stsCriminalOffenseReceived']/Text	The place captures the criminal offense or received caution reprimand or warnings	If the Criminal Offense Status is 'Yes', this field is mandatory.
Additional information for the search	Refer to Candidate Section of the document	Go to the Candidate Information Section for additional information on this search	
Criminal – International	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='international']	Criminal search of other country other than United States. Presently only CA (Canada), and IN (India) are supported.	Mandatory
Country	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='international']/CountryCode	Full Country Name should be given	Mandatory
State	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='international']/Region	Full Country Name should be given	Optional
City	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='international']/SearchCriminal/Municipality	City	Optional
Zip Code	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='criminal' and @qualifier='international']/SearchCriminal/PostalCode	5-zeros(00000)	Optional

HR-XML Code Snippet

```

<Screening type="criminal" qualifier="statewide">
  <ReferenceId>
    <IdValue>criminalState123</IdValue>
  </ReferenceId>
  <!--State-->
  <Region>PR</Region>
  <!-- For Puerto Rico search, the Mother Maiden Name is required -->
  <AdditionalItems type="x:stsField" qualifier="x:stsMotherMaidenName">
    <Text>MothersMaidenName</Text>
  </AdditionalItems>
  <!-- For Puerto Rico search, the place of birth is required -->
  <AdditionalItems type="x:stsField" qualifier="x:stsPlaceOfBirth">
    <Text>PlaceOfBirth</Text>
  </AdditionalItems>
</Screening>
<!--Criminal (County)-->
<Screening type="criminal" qualifier="county">
  <ReferenceId>
    <IdValue>CriminalCounty123</IdValue>
  </ReferenceId>
  <!--State-->
  <Region>NY</Region>
  <SearchCriminal>
    <!--City-->
    <Municipality>Hillside</Municipality>
    <!--County, Do not populate. -->
    <County/>
    <!--Zip Code-->
    <PostalCode>11040</PostalCode>
  </SearchCriminal>
</Screening>
<!--Criminal (Federal)-->
<Screening type="criminal" qualifier="federalCriminal">
  <ReferenceId>
    <IdValue>criminalFederal123</IdValue>
  </ReferenceId>
  <Region>NY</Region>
  <SearchCriminal>
    <Municipality>New York City</Municipality>
    <PostalCode>10001</PostalCode>
    <AdditionalItems>
      <Text/>
    </AdditionalItems>
  </SearchCriminal>
</Screening>
<!--Criminal (Federal Civil)-->
<Screening type="criminal" qualifier="federalCivil">
  <ReferenceId>
    <IdValue>criminalcivil</IdValue>
  </ReferenceId>
  <Region>NY</Region>
  <SearchCriminal>

```

```

    <Municipality>New York City</Municipality>
    <PostalCode>10001</PostalCode>
    <AdditionalItems>
      <Text/>
    </AdditionalItems>
  </SearchCriminal>
</Screening>
<!--Child Care a la carte (CRB Check) - Enhanced Criminal Disclosure -->
<Screening type="criminal" qualifier="x:stsCRBCheck">
  <ReferenceId>
    <IdValue>EnhanceCriminal6548</IdValue>
  </ReferenceId>
  <!--Have you ever been convicted of a criminal offence or received a caution, reprimand or warning? (Yes or No). -->
  <AdditionalItems type="x:stsField" qualifier="x:stsCriminalOffenceStatus">
    <Text>Yes</Text>
  </AdditionalItems>
  <!--If the CriminalOffenceStatus is "Yes", the detail information should be provided in this section -->
  <AdditionalItems type="x:stsField" qualifier="x:stsCriminalOffenceReceived">
    <Text>The place captures the criminal offence or received caution reprimand or warnings</Text>
  </AdditionalItems>
</Screening>
<!--Criminal (International), Sterling only offer Canada (CA) and India (IN) Criminal Search -->
<Screening type="criminal" qualifier="international">
  <ReferenceId>
    <IdValue>criminalInternational123</IdValue>
  </ReferenceId>
  <!--Country code must be in two digits (Required) -->
  <CountryCode>DE</CountryCode>
  <Region/>
  <SearchCriminal>
    <Municipality>Berlin</Municipality>
    <PostalCode>12357</PostalCode>
  </SearchCriminal>
</Screening>

```

Screening - Sex Offender

Field Name	XPath	Description	Required Field
Sex Offender	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='abuse' and @qualifier='sexual']	Sex Offender search	Mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='abuse' and @qualifier='sexual']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	Optional
State	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='abuse' and @qualifier='sexual']/Region	U.S. only. 2-digit state code. State to conduct search on.	Mandatory

HR-XML Code Snippet

```
<Screening type="abuse" qualifier="sexual">
  <ReferenceId>
    <IdValue>sexoffender123</IdValue>
  </ReferenceId>
  <!-- 2-digit state code -->
  <Region>NY</Region>
</Screening>
```

Screening - Education Verification

Field Name	XPath	Description	Required Field
Education	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']	Education Verification - One or more Education services can be requested.	Mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	Optional
Type of Institution	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/@schoolType	The Type of Institution. (See Appendix A table for Possible values)	Optional
Institution Name	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/School/SchoolName	The name of Institution must be provided.	Mandatory
Institution Country	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/PostalAddress/CountryCode	Country of Institution	Optional for Domestic Mandatory for International Search
Institution Postal Code	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/PostalAddress/PostalCode	Zip code of Institution	Optional
Institution State	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/PostalAddress/Region	State of Institution	Mandatory
Institution City	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/PostalAddress/Municipality	City of Institution	Optional
Institution Delivery Address	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/PostalAddress/DeliveryAddress/StreetName	Address of Institution	Optional

Field Name	XPath	Description	Required Field
Degree Type	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/Degree/@degreeType	The degree that candidate obtained. (See Appendix A table for possible values)	Optional
Degree Name	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/Degree/@degreeType/DegreeName	Name of Degree	Optional
Graduation Date	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/Degree/DegreeDate/StringDate	The date that candidate graduated from the school. This is a free form string so it could contain year, month/year or even 'Unknown'.	Optional
Major	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/Degree/DegreeMajor	Degree Major	Optional (Strongly Recommended)
Dates of Attendance	(start) /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/Degree/DatesOfAttendance/StartDate/StringDate (end) /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/Degree/DatesOfAttendance/EndDate/StringDate	The start and end dates of the attending the institution	Optional (Strongly Recommended)
Degree Complete?	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/Degree/Comments	Degree Complete? (See Appendix A table for possible values)	Mandatory
Other name	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='education']/SearchEducation/EducationHistory/SchoolOrInstitution/UserArea/PersonName/FormattedName	Any other name that the candidate might have attended the institution under.	Optional (Strongly recommended if the candidate uses the other name for education)

HR-XML Code Snippet

```

<Screening type="education">
  <ReferenceId>
    <IdValue>education123</IdValue>
  </ReferenceId>
  <SearchEducation>
    <EducationHistory>
      <!-- Type of School -->
      <SchoolOrInstitution schoolType="university">
        <!-- School Name -->
        <School>
          <SchoolName>Georgia Institute of Technology</SchoolName>
        </School>
        <!-- School Location -->
        <PostalAddress>
          <!-- Required for international Education search. Optional for domestic Education search -->

```



```

    <CountryCode>US</CountryCode>
    <PostalCode>10011</PostalCode>
    <!--State - Required for both domestic and international Education -->
    <Region>NY</Region>
    <!--City-->
    <Municipality>New York</Municipality>
    <DeliveryAddress>
      <StreetName>12 Main Street</StreetName>
    </DeliveryAddress>
  </PostalAddress>
  <!--Degree-->
  <Degree degreeType="bachelors">
    <!--Degree Name-->
    <DegreeName>Bachelor in Information Technology</DegreeName>
    <!--Year Graduation-->
    <DegreeDate>
      <StringDate>1998</StringDate>
    </DegreeDate>
    <!--Major - Strongly recommended by SW -->
    <DegreeMajor>
      <Name>Chemistry</Name>
    </DegreeMajor>
    <!--Dates of Attendance - Strongly recommended -->
    <DatesOfAttendance>
      <StartDate>
        <StringDate>06/15/1999</StringDate>
      </StartDate>
      <EndDate>
        <StringDate>12/20/2003</StringDate>
      </EndDate>
    </DatesOfAttendance>
    <!--Degree completed? (Yes, No, In Progress, Not Provided) Required -->
    <Comments>In progress</Comments>
  </Degree>
  <!--Education Other Name-->
  <UserArea>
    <PersonName>
      <FormattedName>Johnny Doe</FormattedName>
    </PersonName>
  </UserArea>
</SchoolOrInstitution>
</EducationHistory>
</SearchEducation>
</Screening>

```

Screening - Personal Reference

Field Name	XPath	Description	Required Field
Personal Reference	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference' and qualifier='personal']	Personal Reference Check	Mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background	Optional

Field Name	XPath	Description	Required Field
		check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	
Contact	First Name /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference']/SearchReference/Contact/PersonName/GivenName Last Name /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference']/SearchReference/Contact/PersonName/FamilyName	The person to contact for the reference	Mandatory
Phone number	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference']/SearchReference/Contact/ContactMethod/Telephone/FormattedNumber	The phone number of the person	Mandatory
Fax	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference']/SearchReference/Contact/ContactMethod/Fax/FormattedNumber	The fax number of the person	Optional
Notes	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='reference']/SearchReference/AdditionalItems[@type='x:stsNotes']/Text	Relationship or Additional Notes	Optional

HR-XML Code Snippet

```

<Screening type="reference" qualifier="personal">
  <ReferenceId>
    <IdValue>PersonalRef123</IdValue>
  </ReferenceId>
  <SearchReference>
    <Contact>
      <PersonName>
        <GivenName>Bill</GivenName>
        <FamilyName>Merriwether</FamilyName>
      </PersonName>
      <ContactMethod>
        <Telephone>
          <FormattedNumber>518-965-6543</FormattedNumber>
        </Telephone>
        <Fax>
          <FormattedNumber>518-123-9876</FormattedNumber>
        </Fax>
      </ContactMethod>
    </Contact>
    <AdditionalItems type="x:stsNotes">
      <Text>College Professor</Text>
    </AdditionalItems>
  </SearchReference>
</Screening>

```

Screening - Employment Verification

Field Name	XPath	Description	Required Field
Reference (Employment)	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment'] /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment' and @qualifier='DOT'] /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='military'] /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='military' and @qualifier='DOT']	Employment Screening Service. One or more employment verifications can be requested. If the Employment verification is for a DOT position, the employment qualifier is set as "DOT". Rest of the elements remains the same. If verification is on a Military post held, the screening type is set as "military". Rest of the elements remains the same. If verification is on a Military post held on the DOT position, the qualifier is set as "DOT". Rest of the elements remains the same	Mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	Optional
Company Name	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/EmployerOrgName	Name of the Company/Division/Subsidiary which is responsible for the payroll	Mandatory
Present Employer?	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/@currentEmployer	Flag to indicate if the company is candidate's current employer. If this flag is set to true, the PermissionToContact and VerifyEmployment flags are checked to determine whether to contact the current employer.	Mandatory
Position	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Title	Position held by the candidate	Optional
Organization Name	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/OrgName/OrganizationName	The name of the parent organization that the candidate has worked or is working.	Optional
Line of Business	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/OrgName/Description	Describe the line of business	Optional
Starting and Ending Date	Start Date /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening	The start and end dates of employment. If current, mark endDate as 'PRESENT'	Mandatory

Field Name	XPath	Description	Required Field
	g[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/StartDate/StringDate End Date /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/EndDate/StringDate		
Starting and Leaving Salary	Starting Salary /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Compensation/StartingCompensation[@currency='USD'] Ending Salary /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Compensation/EndingCompensation[@currency='USD']	Candidate's starting and ending salary in USD.	Optional
Comments	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Comments	Additional comment	Optional
Verification Contact	First Name /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/ContactInfo/PersonName/GivenName Last Name /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/ContactInfo/PersonName/FamilyName	The name of the supervisor to contact for the verification	Optional
Contact Method	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/ContactInfo/ContactMethod/Telephone/FormattedNumber	Contact's phone number	Optional
Country	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/ContactInfo/ContactMethod/PostalAddress/CountryCode	Country where company is located.	Optional for domestic search Mandatory for international search
Postal Code	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/ContactInfo/ContactMethod/PostalAddress/PostalCode	Zip code (5 digits)	Optional

Field Name	XPath	Description	Required Field
State/Region	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/ContactInfo/ContactMethod/PostalAddress/Region	2-character U.S. state	Mandatory
City	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/ContactInfo/ContactMethod/PostalAddress/Municipality	Company's City	Mandatory
Company Address	Line Address /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/ContactInfo/ContactMethod/PostalAddress/DeliveryAddress/AddressLine Unit /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/ContactInfo/ContactMethod/PostalAddress/DeliveryAddress/Unit	Company's Address	Optional
Reason for leaving	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/ReasonForLeaving	The reason the candidate left the company	Optional
Permission to Contact	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/PermissionToContact	Flag that indicates whether or not to contact the employer for verification. If value is true or not specified, Contact Employer for Verification, else if it is false, DO NOT CONTACT (See appendix A for setting up the value)	Mandatory
Verify Employment	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='employment']/SearchEmployment/EmploymentHistory/EmployerOrg/PositionHistory/Verification/VerifyEmployment	Flag that indicates whether candidate needs to do a full verification or verification via credit check. It is required ONLY if current employer attribute is true and PermissionToContact is true. If value is true, Do a Full Verification, else Verify as CREDIT (See Appendix A for setting up the values)	Optional

HR-XML Code Snippet

```
<Screening type="employment">
  <ReferenceId>
    <IdValue>empver_45829</IdValue>
  </ReferenceId>
  <SearchEmployment>
```

```

<EmploymentHistory>
  <EmployerOrg>
    <!--Company Name-->
    <EmployerOrgName>Dunder Mifflin</EmployerOrgName>
    <!--Present Employer-->
    <PositionHistory currentEmployer="true">
      <!--Position-->
      <Title>Sales Executive</Title>
      <OrgName>
        <OrganizationName>Regional Sales Division</OrganizationName>
      </OrgName>
      <!--Line of Business-->
      <Description>Describe the line of business here</Description>
      <!--Start Date-->
      <StartDate>
        <StringDate>01/02/1993</StringDate>
      </StartDate>
      <!--End Date-->
      <EndDate>
        <StringDate>02/24/2007</StringDate>
      </EndDate>
      <Compensation>
        <!--Starting Salary-->
        <StartingCompensation currency="USD">57000</StartingCompensation>
        <!--Leaving Salary-->
        <EndingCompensation currency="USD">67000</EndingCompensation>
      </Compensation>
      <!--Reference Notes-->
      <Comments>This is a comment.</Comments>
      <Verification>
        <ContactInfo>
          <!--Supervisor-->
          <PersonName>
            <GivenName>Scott</GivenName>
            <FamilyName>Michael</FamilyName>
          </PersonName>
          <ContactMethod>
            <!--Reference Company Phone-->
            <Telephone>
              <FormattedNumber>516-876-1254</FormattedNumber>
            </Telephone>
            <PostalAddress type="streetAddress">
              <!--Reference Company Country-->
              <CountryCode>US</CountryCode>
              <!--Reference Company Zip Code 5 digits only-->
              <PostalCode>18501</PostalCode>
              <!--Reference Company State 2-digit state code -->
              <Region>PA</Region>
              <!--Reference Company City-->
              <Municipality>Scranton</Municipality>
              <!--Reference Company Address-->
              <DeliveryAddress>
                <!--Reference Company Address-->
                <AddressLine>11 Yorktown St</AddressLine>
                <Unit>

```

```

    </DeliveryAddress>
  </PostalAddress>
</ContactMethod>
</ContactInfo>
<!--Leave Reason-->
<ReasonForLeaving>None</ReasonForLeaving>
<!--Required ONLY if currentemployer attribute is true.
      If value is true, Contact Current Employer for Verification, else DO NOT CONTACT-->
<PermissionToContact>true</PermissionToContact>
<!--Required ONLY if currentemployer attribute is true and PermissionToContact is true.
      If value is true, Do a Full Verification, else Verify as CREDIT-->
<VerifyEmployment>>false</VerifyEmployment>
</Verification>
</PositionHistory>
</EmployerOrg>
</EmploymentHistory>
</SearchEmployment>
</Screening>
<!--END OF EMPLOYMENT-->
<!--DOT Reference 1-->
<Screening type="employment" qualifier="DOT">
  <ReferenceId>
    <IdValue>Employme423</IdValue>
  </ReferenceId>
  <SearchEmployment>
    <EmploymentHistory>
      <EmployerOrg>
        <!--Company-->
        <EmployerOrgName>Consolidated Express</EmployerOrgName>
        <!--Present Employer-->
        <PositionHistory currentEmployer="true">
          <!--Position-->
          <Title>Courier</Title>
          <OrgName>
            <OrganizationName>Delivery Division</OrganizationName>
          </OrgName>
          <Description/>
          <!--Start Date-->
          <StartDate>
            <StringDate>05/30/2003</StringDate>
          </StartDate>
          <!--End Date-->
          <EndDate>
            <StringDate>12/18/2006</StringDate>
          </EndDate>
          <Compensation>
            <!--Starting Salary-->
            <StartingCompensation currency="USD">38000</StartingCompensation>
            <!--Leaving Salary-->
            <EndingCompensation currency="USD">45000</EndingCompensation>
          </Compensation>
          <!--Reference Notes-->
          <Comments>Ask about excellent driving skills.</Comments>
          <Verification>
            <ContactInfo>

```

```

    <!--Supervisor-->
    <PersonName>
      <GivenName>Jeremy</GivenName>
      <FamilyName>Dendle</FamilyName>
    </PersonName>
    <ContactMethod>
      <!--Reference Company Phone-->
      <Telephone>
        <FormattedNumber>407-555-9999</FormattedNumber>
      </Telephone>
      <PostalAddress type="streetAddress">
        <!--Reference Company Country-->
        <CountryCode>US</CountryCode>
        <!--Reference Company Zip Code-5 digit-->
        <PostalCode>32801</PostalCode>
        <!--Reference Company State 2-digit state code -->
        <Region>FL</Region>
        <!--Reference Company City-->
        <Municipality>Orlando</Municipality>
        <!--Reference Company Address-->
        <DeliveryAddress>
          <AddressLine>1111 E Jefferson</AddressLine>
          <Unit/>
        </DeliveryAddress>
      </PostalAddress>
    </ContactMethod>
  </ContactInfo>
  <!--Leave Reason-->
  <ReasonForLeaving>None</ReasonForLeaving>
  <!--Do not call present employer-->
  <PermissionToContact>true</PermissionToContact>
  <!--Full Reference-->
  <VerifyEmployment>true</VerifyEmployment>
</Verification>
</PositionHistory>
</EmployerOrg>
</EmploymentHistory>
</SearchEmployment>
</Screening>
<Screening type="military" qualifier="DOT">
  <ReferenceId>
    <IdValue>Military123</IdValue>
  </ReferenceId>
  <SearchEmployment>
    <EmploymentHistory>
      <EmployerOrg>
        <!--Company-->
        <EmployerOrgName>Army</EmployerOrgName>
        <!--Present Employer-->
        <PositionHistory currentEmployer="false">
          <!--Position-->
          <Title>Mechanical Engineer</Title>
          <OrgName>
            <OrganizationName>Supply Battalion 14</OrganizationName>
          </OrgName>
        </PositionHistory>
      </EmployerOrg>
    </EmploymentHistory>
  </SearchEmployment>
</Screening>

```



```

<Description/>
<!--Start Date-->
<StartDate>
  <StringDate>02/10/1992</StringDate>
</StartDate>
<!--End Date-->
<EndDate>
  <StringDate>11/24/1994</StringDate>
</EndDate>
<Compensation>
  <!--Starting Salary-->
  <StartingCompensation currency="USD">12000</StartingCompensation>
  <!--Leaving Salary-->
  <EndingCompensation currency="USD">15000</EndingCompensation>
</Compensation>
<!--Reference Notes-->
<Comments/>
<Verification>
  <ContactInfo>
    <!--Supervisor-->
    <PersonName>
      <GivenName>Matthew</GivenName>
      <FamilyName>Gray</FamilyName>
    </PersonName>
    <ContactMethod>
      <!--Reference Company Phone-->
      <Telephone>
        <FormattedNumber>087-432-9876</FormattedNumber>
      </Telephone>
      <PostalAddress type="streetAddress">
        <!--Reference Company Country-->
        <CountryCode>US</CountryCode>
        <!--Reference Company Zip Code-5 digits-->
        <PostalCode>11987</PostalCode>
        <!--Reference Company State-2-digit state code ->
        <Region>CA</Region>
        <!--Reference Company City-->
        <Municipality>Alameda</Municipality>
        <!--Reference Company Address-->
        <DeliveryAddress>
          <AddressLine>67 Bird Ave</AddressLine>
          <Unit/>
        </DeliveryAddress>
      </PostalAddress>
    </ContactMethod>
  </ContactInfo>
  <!--Leave Reason-->
  <ReasonForLeaving>None</ReasonForLeaving>
  <!--Do not call present employer-->
  <PermissionToContact>false</PermissionToContact>
  <!--Full Reference-->
  <VerifyEmployment>false</VerifyEmployment>
</Verification>
</PositionHistory>
</EmployerOrg>

```

```

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

```

Screening - Drug

Field Name	XPath	Description	Required Field
Drug	DOT Drug /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='drug' and @qualifier='DOT']		
	Non-DOT Drug /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='drug']	If drug search is required for DOT, the qualifier is set up as "DOT"	Mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='drug']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	
Reason for Drug Screen	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='drug']/SearchDrugs/ReasonForTest	Drug screen Reason (See Appendix A for the possible dropdown values)	Mandatory
Collection Date	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='drug']/SearchDrugs/CollectionDate/StringDate	The date that specimen is sent to the Lab. If the date provided by client is different from the actual date that specimen is sent to the lab. It will be overwritten with the actual date from order results	Optional
Lab Name	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='drug']/SearchDrugs/CollectionSite[@type='Lab']/OrganizationName	Lab to perform the Drug Test. Specify lab name in lower case only e.g. quest, labcorp, etc.	Optional
Chain of Custody Number	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='drug']/SearchDrugs/SpecimenIdNumber/IdValue[@name='COC']	The number on the Chain of Custody (COC) form	Mandatory

HR-XML Code Snippet

```

<Screening type="drug" qualifier="DOT">
  <ReferenceId>
    <IdValue/>
  </ReferenceId>
  <SearchDrugs>
    <!--Drug screen reasons-->
    <ReasonForTest>Pre-employment</ReasonForTest>
    <CollectionDate>
      <StringDate>07/26/2007</StringDate>
    </CollectionDate>
    <CollectionSite type="Lab">

```

```

<OrganizationName>labcorp</OrganizationName>
</CollectionSite>
<SpecimenIdNumber>
  <IdValue name="COC">333XXX</IdValue>
</SpecimenIdNumber>
</SearchDrugs>
</Screening>

```

Screening – Credential/Professional License

Field Name	XPath	Description	Required Field
Professional License	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='license' and @qualifier='professional']	Credential/Professional License	Mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='license' and @qualifier='professional']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	Optional
Country	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='license' and @qualifier='professional']/Country	2 – Character Country code. Country the License was issued in.	Optional (Domestic) Mandatory for International search
State	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='license' and @qualifier='professional']/Region	2-character U.S. state .State the License was issued in	Optional (Domestic) Mandatory for International search
License Number	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='license' and @qualifier='professional']/SearchLicense/License/LicenseNumber	License Number	Mandatory
Issued Agency	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='license' and @qualifier='professional']/SearchLicense/License/LicensingAgency	The agency issuing the License	Mandatory
Type of License	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='license' and @qualifier='professional']/SearchLicense/License/LicenseName	Type of License/Credential search. The value should be in lower case. (See Appendix A for the supported values)	Mandatory
Effective Date	Start Date /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='license' and @qualifier='professional']/SearchLicense/License/EffectiveDate/StartDate/StringDate End Date /BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='license' and @qualifier='professional']/SearchLicense/License/EffectiveDate/EndDate/StringDate	The start and expiry dates of the License	Optional
License Notes	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='license' and @qualifier='professional']/SearchLicense/AdditionalItems[@type='x:st	Notes for additional information	Optional

sField' and @qualifier='x:stsNotes']/Text

HR-XML Code Snippet

```
<Screening type="license" qualifier="professional">
  <ReferenceId>
    <IdValue>ProLicence123</IdValue>
  </ReferenceId>
  !-- Country issued the license. 2 Char (Required for international search)-->
  <CountryCode>US</CountryCode>
  <!-- 2 Character U.S. license State -->
  <Region>NY</Region>
  <SearchLicense>
    <License>
      <!-- License Number-->
      <LicenseNumber>X90210</LicenseNumber>
      <!-- License Agency-->
      <LicensingAgency>New York Bar Association</LicensingAgency>
      <!-- License Type-->
      <LicenseName>legal</LicenseName>
      <EffectiveDate>
        <!-- Date Issued-->
        <StartDate>
          <StringDate>01/22/1994</StringDate>
        </StartDate>
        <!-- Expiration Date-->
        <EndDate>
          <StringDate>01/15/2004</StringDate>
        </EndDate>
      </EffectiveDate>
    </License>
    <!-- License Notes-->
    <AdditionalItems type="x:stsField" qualifier="x:stsNotes">
      <Text>This is a professional license note.</Text>
    </AdditionalItems>
  </SearchLicense>
</Screening>
```

Screening - Worker's Compensation

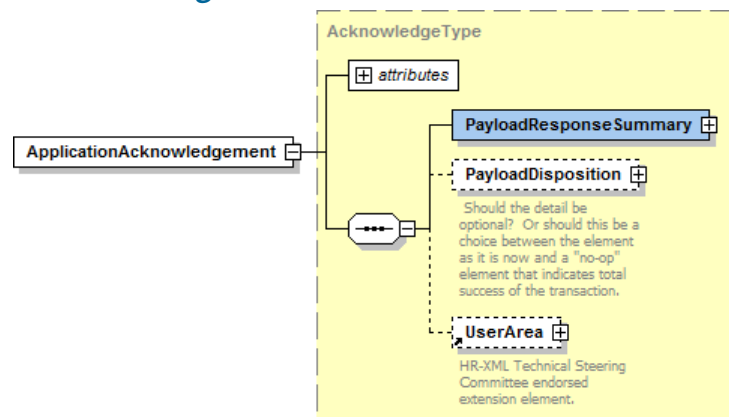
Field Name	XPath	Description	Required Field
Worker's Compensation	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='workcomp']	Worker's Compensation	Mandatory
Screening Reference Id	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening[@type='workcomp']/ReferenceId/IdValue	Unique identifier for this service. The value will be returned back with the background check results. This field has no defined length limit. If the value is in XML format, it needs to be wrapped inside CDATA.	Optional
State	/BackgroundCheck/BackgroundSearchPackage/Screenings/Screening	The State must be 2 digits	Mandatory

	g[@type='workcomp']/Region	Note: Only certain states are available for worker's compensation service. See appendix C for the supported states.	
--	----------------------------	---	--

HR-XML Code Snippet

```
<Screening type="workcomp">
  <ReferenceId>
    <IdValue>workerComp123</IdValue>
  </ReferenceId>
  <!--2-Character State code-->
  <Region>NJ</Region>
</Screening>
```

Acknowledgement Schema



ACKNOWLEDGEMENT MESSAGES FROM STERLING

Success Acknowledgement

Field Name	XPath	Description	Required Field
Success Acknowledgement	/CreateBackgroundCheckResponse/ApplicationAcknowledgement	An acknowledgement from Sterling - If only the background check services are requested, one success acknowledgement is returned in the hr-xml acknowledgement message. If the request contains drug and/or physical, we will return multiple success acknowledgements in the acknowledgement message. This is because the fulfillment of these services is very different from the background check services. Separate orders are created in Sterling systems for Drug and Physical even though they may be requested along with background check services. Order numbers will be in separate acknowledgement sections. (See Scenario Section for the Sample)	
Processing Time Stamp	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/PayloadResponseSummary/ProcessingTimestamp[@description='Order Submitted']	The date and time the order(s) is/are being processed in the system.	Optional
Acknowledgement Time Stamp	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/Pa	The date and time this acknowledgement	Optional

	payloadResponseSummary/AcknowledgementCreationTimestamp	has been generated by the System	
Order Number	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityIdentifier/IdValue[@name='BackgroundCheckOrderNumber']	It provides the Order Number and the type of the order that has been created in Sterling's system. It could be the order number for Background Check, Drug or Physical depending on the services the Client has ordered.	Mandatory
Redirect URL	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityIdentifier/IdValue[@name='BackgroundCheckRedirectURL']	The URL directs User to Sterling Web-based application to enter additional information for requesting an order from Sterling in the case of interactive integration and/or view the background order results detail information.	Optional
Entity Reference	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityInstanceXPath	The EntityInstanceXPath is only used to refer to the entity in the original request which is Client Reference Id in this case. It is required by hr-xml but it is not used by Sterling and Client	Mandatory
Success flag	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityNoException	This flag indicates that the request has been processed successfully and one or more orders have been created successfully in Sterling	Mandatory

HR-XML Code Snippet

```
<CreateBackgroundCheckResponse xmlns="https://www.sterlingdirect.com/sif/ws/hrxml/1.0/Screening">
  <ApplicationAcknowledgement xmlns="http://ns.hr-xml.org/2006-02-28">
    <PayloadResponseSummary>
      <ProcessingTimestamp description="Order Submitted">2007-07-10T18:06:01.474-04:00</ProcessingTimestamp>
      <AcknowledgementCreationTimestamp>2007-07-10T18:06:01.474-04:00</AcknowledgementCreationTimestamp>
    </PayloadResponseSummary>
    <PayloadDisposition>
      <EntityDisposition>
        <EntityIdentifier>
          <IdValue name="BackgroundCheckOrderNumber">6014598</IdValue>
          <!-- The Redirect URL is optional. It's used in the case of interactive integration -->
          <IdValue name="BackgroundCheckRedirectURL">https://wd.sterlingtesting.com/webdirect2/recruiterlogin.asp?redirectid=3&orderNum=6014598</IdValue>
        </EntityIdentifier>
        <EntityInstanceXPath>/BackgroundCheck/BackgroundSearchPackage[1]/ReferenceId[1]/IdValue[1]</EntityInstanceXPath>
        <EntityNoException>true</EntityNoException>
      </EntityDisposition>
    </PayloadDisposition>
  </ApplicationAcknowledgement>
</CreateBackgroundCheckResponse>
```

Failure Acknowledgement

Field Name	XPath	Description	Required Field
Error Acknowledgement	/CreateBackgroundCheckResponse/ApplicationAcknowledgement	An acknowledgement from Sterling - In the case of Error acknowledgement, regardless of whether Background, Drug or Physical order creation failed, Sterling will return only one error acknowledgement (system error acknowledgement) to the client. It's client's responsibility to contact Sterling to reconcile the error. (See Scenario Section for the Sample)	
Acknowledgement Time Stamp	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/PayloadResponseSummary/AcknowledgementCreationTimestamp	Date and time of the error occurs	Optional
Entity Path	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityInstanceXPath	The EntityInstanceXPath is only used to refer to the entity in the original message which is Client Reference Id in this case. It is required by hr-xml but it is not used by Sterling and Client	Mandatory
Exception Identifier	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityException/Exception/ExceptionIdentifier	Code to identify the error	Optional
Exception Severity	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityException/Exception/ExceptionSeverity	Severity of the error	Mandatory
Exception	/CreateBackgroundCheckResponse/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityException/Exception/ExceptionMessage	Description of the error returned from Sterling when validating the input data. It could be the system error (failure of order creation in Sterling), required data missing or authentication error.	Mandatory

HR-XML Code Snippet

```
<CreateBackgroundCheckResponse xmlns="https://www.sterlingdirect.com/sif/ws/hrxml/1.0/Screening">
  <ApplicationAcknowledgement xmlns="http://ns.hr-xml.org/2006-02-28">
    <PayloadResponseSummary>
      <AcknowledgementCreationTimestamp>2007-07-11T12:07:18.017-04:00</AcknowledgementCreationTimestamp>
    </PayloadResponseSummary>
    <PayloadDisposition>
      <EntityDisposition>
        <EntityInstanceXPath>/BackgroundCheck/BackgroundSearchPackage[1]/ReferenceId[1]/IdValue[1]</EntityInstanceXPath>
        <EntityException>
          <Exception>
            <ExceptionIdentifier>50001</ExceptionIdentifier>
            <ExceptionSeverity>Fatal</ExceptionSeverity>
            <ExceptionMessage>A System failure has occurred while processing the DRUG order request. Please contact Sterling Testing Systems before resubmitting the request.</ExceptionMessage>
          </Exception>
        </EntityException>
      </EntityDisposition>
    </PayloadDisposition>
  </ApplicationAcknowledgement>
</CreateBackgroundCheckResponse>
```



```

</Exception>
</EntityException>
</EntityDisposition>
</PayloadDisposition>
</ApplicationAcknowledgement>
</CreateBackgroundCheckResponse>

```

ACKNOWLEDGEMENT MESSAGES EXPECTED BY STERLING FROM CLIENT/TRADING PARTNER

Success Acknowledgement

Field Name	XPath	Description	Required Field
Acknowledgement	/ApplicationAcknowledgement	Success Acknowledgement from Client	
Time Stamp	/ApplicationAcknowledgement/PayloadResponseSummary/ProcessingTimestamp[@description='Results Processed']	The date and time the order result is processed	Optional
Acknowledgement Time Stamp	/ApplicationAcknowledgement/PayloadResponseSummary/AcknowledgementCreationTimestamp	Date and time the acknowledgement is generated by the Client's system	Optional
Order Number	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityIdentifier/IdValue[@name='OrderNum']	The order number for which the order result is being processed.	Mandatory
Entity Path	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityInstanceXPath	The EntityInstanceXPath is only used to refer to the entity in the original message which is order number in this case. It is required by hr-xml but it is not used by Sterling and Client	Mandatory
Success Flag	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityNoException	This flag indicates that the message has been processed successfully and the result has been updated by the Client	Mandatory

HR-XML Code Snippet

```

<ApplicationAcknowledgement xmlns="http://ns.hr-xml.org/2006-02-28" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 http://ns.hr-xml.org/2_4/HR-XML-2_4/CPO/ApplicationAcknowledgement.xsd">
  <PayloadResponseSummary>
    <ProcessingTimestamp description="Results Processed">2004-04-01T01:00:00-05:00</ProcessingTimestamp>
    <AcknowledgementCreationTimestamp>2004-04-01T01:01:00-05:00</AcknowledgementCreationTimestamp>
  </PayloadResponseSummary>
  <PayloadDisposition>
    <EntityDisposition>
      <EntityIdentifier>
        <IdValue name="OrderNum">6014598</IdValue>
      </EntityIdentifier>
      <EntityInstanceXPath>/BackgroundReports/BackgroundReportPackage[1]/ProviderReferenceId[1]/IdValue[1]</EntityInstanceXPath>
      <EntityNoException>true</EntityNoException>
    </EntityDisposition>
  </PayloadDisposition>
</ApplicationAcknowledgement>

```

Failure Acknowledgement

Field Name	XPath	Description	Required Field
Error Acknowledgement	/ApplicationAcknowledgement	Error Acknowledgement that is returned from Client	
Time Stamp	/ApplicationAcknowledgement/PayloadResponseSummary/ProcessingTimestamp[@description='Results Processed']	The data and time that order results is processed.	Optional
Acknowledgement Time Stamp	/ApplicationAcknowledgement/PayloadResponseSummary/AcknowledgementCreationTimestamp	Date and time the acknowledgement has been generated in Client's system	Optional
EntityInstanceXPath	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityInstanceXPath	The EntityInstanceXPath is only used to refer to the entity in the original message which is order number in this case. It is required by hr-xml but it is not used by Sterling and Client	Mandatory
Exception Identifier	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityException/Exception/ExceptionIdentifier	Code to identify the error	Optional
Exception Severity	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityException/Exception/ExceptionSeverity	Severity of the error	Mandatory
Exception Message	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityException/Exception/ExceptionMessage	Description of the error returned from Client when processing the order results.	Mandatory

HR-XML Code Snippet

```
<ApplicationAcknowledgement xmlns="http://ns.hr-xml.org/2006-02-28" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 http://ns.hr-xml.org/2_4/HR-XML-2_4/CPO/ApplicationAcknowledgement.xsd">
  <PayloadResponseSummary>
    <ProcessingTimestamp description="Results Processed">2004-04-01T01:00:00-05:00</ProcessingTimestamp>
    <AcknowledgementCreationTimestamp>2004-04-01T01:01:00-05:00</AcknowledgementCreationTimestamp>
  </PayloadResponseSummary>
  <PayloadDisposition>
    <EntityDisposition>
      <EntityInstanceXPath>/BackgroundReports/BackgroundReportPackage[1]/ProviderReferenceId[1]/IdValue[1]</EntityInstanceXPath>
      <EntityException>
        <Exception>
          <ExceptionIdentifier>5011</ExceptionIdentifier>
          <ExceptionSeverity>Fatal</ExceptionSeverity>
          <ExceptionMessage>Invalid Requisition id</ExceptionMessage>
        </Exception>
      </EntityException>
    </EntityDisposition>
  </PayloadDisposition>
</ApplicationAcknowledgement>
```



BackgroundReports Schema

A BackgroundReports message contains candidate information, order status and the detailed result report of each screening service that has been ordered.

The screening element of a BackgroundReports message is an important section that contains:

- » screening type (i.e., SSN, criminal, credit, etc.)
- » a reference identifier
- » progress indicator
- » result indicator
- » start date
- » end date
- » full-length result report
- » service information that has been provided in the order request.

Sterling supports both single service (non-incremental) result notifications and full-order results notification. This can be configured based on the Client's preferences during integration setup. When single service result notifications are enabled, Sterling sends the result of one service, as it gets completed in Sterling's fulfillment system. Subsequent notifications for the same order contain the results for services which have been completed next and are non-incremental. When full-order notifications are enabled, the order's entire result will be sent when all services are completed. Both single service and full-order notifications can be enabled in conjunction. Samples of both are in subsequent sections.



Trading Partner and Client Credential

Field Name	XPath	Description	Quote back
Background Check Report	/BackgroundReports/BackgroundReportPackage[@type='report']	This is the HR-XML order results.	N/A
User Name	/BackgroundReports/BackgroundReportPackage[@type='report']/ProcessingInformation/AccessCredential[@type='UserName']	Client's user name	Yes
Redirect URL	/BackgroundReports/BackgroundReportPackage[@type='report']/ProcessingInformation/ScopeOfWork/Text	The URL to the detailed results on Sterling's Portal. Based on the preference of the client, this URL can be generated by Sterling as Single Sign on or Non Single Sign on.	No
Provider Reference ID	/BackgroundReports/BackgroundReportPackage[@type='report']/ProviderReferenceId/IdValue	Sterling's Order Number	No
Client Reference Id	/BackgroundReports/BackgroundReportPackage[@type='report']/ClientReferenceId/IdValue	Client's order number (passed as reference id in order request)	Yes
Requisition ID	/BackgroundReports/BackgroundReportPackage[@type='report']/ClientReferenceId/IdValue	Requisition ID passed in request which is used to identify the request from Client's system.	Yes
Order Status	/BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningStatus/OrderStatus	The status of the Order. It is only marked as "Completed" when all services of the order are closed in Sterling's system, otherwise it is "InProgress" status.	No
Adjudicated Order Results	/BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningStatus/Score	It's an adjudicated order results. It is rated based on the order result of each service of the order. The criteria used to determine the adjudicated result varies from Client to Client. The rating criteria are usually provided by the Client at the time of the account setup with Sterling. For example: If client decides that any one of the services fails to pass the background screening, returns a "Fail" overall score. By given criteria , we would adjudicate the order results to "Fail" if the services order status is as follow: SSN is "pass", Credit is "pass", DMV is "fail", Education is "Review".	No
Order Received Date	/BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningStatus/DateOrderReceived	The date that the order is opened in Sterling in YYYY-MM-DD HH:MIN:SS format	No
Order Close Date	/BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningStatus/[@qualifier='DateOrderClosed']/Text	The date that the order is closed in Sterling in YYYY-MM-DD HH:MIN:SS format	No
Organization Name	/BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/Organization/OrganizationName/IdValue	The name of the organization of the client to which the billing code belongs	Yes
Organization ID	/BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/Organization/OrganizationName/IdValue	The Billing Unit in the Client Organization	Yes



Field Name	XPath	Description	Quote back
	eningsSummary/Organization/OrganizationId/IdValue	to which the services will be charged. It could be a Billing Code or Cost Center or Store number.	
Miscellaneous Fields 1-14	/BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/Organization/AdditionalItems[@type='x:stsField']	For additional information x:stsMisc1 - Sterling's identifier for additional information, some of which would be quoted back from the request	Depend on Client's request
Candidate's Name	First Name /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/PersonName/GivenName Middle Name /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/PersonName/MiddleName Last Name /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/PersonName/FamilyName[@primary='true'] Last Name (Maiden) /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/PersonName/FamilyName[@primary='false']	Candidate's First, Middle and Last Name	Yes
Candidate's Current Address	Country Code /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/PostalAddress/CountryCode Zip Code /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/PostalAddress/PostalCode State /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/PostalAddress/Region City /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/PostalAddress/Municipality	Country Code, Zip Code, State and City	Yes
Mail Address	Address Line /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/PostalAddress/AddressLine	Candidate's mailing address	Yes



Field Name	XPath	Description	Quote back
	eningsSummary/PersonalData[@type='Current']/PostalAddress/DeliveryAddress/AddressLine Apt/Unit /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/PostalAddress/DeliveryAddress/Unit		
Contact Information	Phone Number /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/ContactMethod/Telephone/FormattedNumber Email Address /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/ContactMethod/InternetEmailAddress	Candidate's phone number and email address	Yes
Social Security Number	/BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/DemographicDetail/GovernmentId[@issuingAuthority='SSN' and @countryCode='US']	Candidate's Social Security Number	Yes
Driver's License Info	/BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/DemographicDetail/GovernmentId[@issuingAuthority='DMV' and @countryCode='US']	Candidate's drive license number and the state where the drive license is issued	Yes
Date of Birth	/BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Current']/DemographicDetail/DateOfBirth	Candidate's Date of Birth	Yes
Candidate's Prior Address	Country Code /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Prior']/PostalAddress/CountryCode Zip Code /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Prior']/PostalAddress/PostalCode State /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Prior']/PostalAddress/Region City /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Prior']/PostalAddress/Municipality	Country code, Zip Code, State and City	Yes
Candidate's Prior mail address	Address Line /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Prior']/PostalAddress/Delivery	Candidate's prior mailing address	Yes



Field Name	XPath	Description	Quote back
	Address/AddressLine Apt/Unit /BackgroundReports/BackgroundReportPackage[@type='report']/ScreeningsSummary/PersonalData[@type='Prior']/PostalAddress/DeliveryAddress/Unit		
Screening Service	/BackgroundReports/BackgroundReportPackage[@type='report']/Screenings	Section for Credit order results	N/A
Screening Reference Id	/BackgroundReports/BackgroundReportPackage[@type='report']/Screenings/Screening/ClientReferenceId/IdValue	A unique identifier of the service passed in the order request which is used to identify the service from Client's system.	Yes
Service Status	/BackgroundReports/BackgroundReportPackage[@type='report']/Screenings/Screening/ScreeningStatus/OrderStatus	The Status of the Credit Service. It's "Completed" only when the service is closed in Sterling's system, otherwise, it's "InProgress" status.	No
Service Results Status	/BackgroundReports/BackgroundReportPackage[@type='report']/Screenings/Screening/ScreeningStatus/ResultStatus	The results status of the Credit service. It could be "Fail", "Pass", "Pending", and "Review" depending on the services. (See appendix of the results status for each background screening services)	No
Screening Open Date	/BackgroundReports/BackgroundReportPackage[@type='report']/Screenings/Screening/ScreeningHistory/HistoryTimeStamp/StringDate where /BackgroundReports/BackgroundReportPackage[@type='report']/Screenings/Screening/ScreeningHistory/HistoryDescription = 'Open Date'	The date that the service is opened in Sterling in MON-DD-YYYY HH:MIAM/PM format	No
Screening Close Date	/BackgroundReports/BackgroundReportPackage[@type='report']/Screenings/Screening/ScreeningHistory/HistoryTimeStamp/StringDate where /BackgroundReports/BackgroundReportPackage[@type='report']/Screenings/Screening/ScreeningHistory/HistoryDescription = 'Close Date'	The date that the service is closed in Sterling in MON-DD-YYYY HH:MIAM/PM format	No
Results	/BackgroundReports/BackgroundReportPackage[@type='report']/Screenings/Screening/ScreeningResults/Text	This section contains the detailed order result for the service.	No

HR-XML Summary Order Results Sample (SSO or Non-SSO)

HR-XML Code Snippet

```
<BackgroundReports xmlns="http://ns.hr-xml.org/2006-02-28" xmlns:ds="http://www.w3.org/2000/09/xmldsig#" userId="VendorTP" password="VendorTP789" account="Vendor">
  <BackgroundReportPackage type="report">
    <ProcessingInformation>
      <AccessCredential type="UserName">ClientInt</AccessCredential>
      <AccessCredential type="Password">password84568@</AccessCredential>
    
```



```
<AccessCredential type="Account">ClientName</AccessCredential>
<ScopeOfWork>
  <!-- The URL can be set up as SSO or Non SSO based on the client's preference-->
  <Text>https://secure.sterlingdirect.com/gateway/OneClick.aspx?METHOD=BGCHECK_PRTREPORT&CUSTID=Test%3d&BGORDERID=fJYvbV2wSYA%3d&TOKEN=8aoHU0HTgARzmGT%2fDcb2TPLcv0a6T8O26
F51IVYEdJRT11cq19JDqQ%3d%3d</Text>
</ScopeOfWork>
</ProcessingInformation>
<ProviderReferenceId>
  <IdValue>4662393</IdValue>
</ProviderReferenceId>
<ClientReferenceId>
  <IdValue>387b8ced-5997-11e2-adb0-404012b8b84569877</IdValue>
</ClientReferenceId>
<ScreeningStatus>
  <OrderStatus>Completed</OrderStatus>
  <Score>Pending</Score>
  <DateOrderReceived/>
  <AdditionalItems qualifier="DateOrderClosed">
    <Text/>
  </AdditionalItems>
</ScreeningStatus>
<ScreeningsSummary>
  <Organization>
    <OrganizationName/>
    <OrganizationId>
      <IdValue/>
    </OrganizationId>
    <AdditionalItems type="x:stsField" qualifier="x:stsJobState">
      <Text/>
    </AdditionalItems>
    <AdditionalItems type="x:stsField" qualifier="x:stsProjectedSalary">
      <Text/>
    </AdditionalItems>
    <AdditionalItems type="x:stsField" qualifier="x:stsMisc1">
      <Text/>
    </AdditionalItems>
    <AdditionalItems type="x:stsField" qualifier="x:stsMisc2">
      <Text/>
    </AdditionalItems>
    <AdditionalItems type="x:stsField" qualifier="x:stsMisc3">
      <Text/>
    </AdditionalItems>
  </Organization>
  <PersonalData type="Current">
    <PersonName>
      <GivenName/>
      <MiddleName/>
      <FamilyName primary="true"/>
      <FamilyName primary="false"/>
    </PersonName>
    <PostalAddress>
      <CountryCode/>
      <PostalCode/>
      <Region/>
      <Municipality/>
      <DeliveryAddress>
        <AddressLine/>
      </DeliveryAddress>
    </PostalAddress>
  </PersonalData>
</ScreeningsSummary>
</ScreeningStatus>
```




```
<Unit/>
</DeliveryAddress>
</PostalAddress>
<ContactMethod>
  <Telephone>
    <FormattedNumber/>
  </Telephone>
  <InternetEmailAddress/>
</ContactMethod>
<DemographicDetail>
  <GovernmentId countryCode="US" issuingAuthority="SSN"/>
  <GovernmentId countryCode="US" jurisdiction="" issuingAuthority="DMV"/>
  <DateOfBirth/>
</DemographicDetail>
</PersonalData>
<PersonalData type="Prior">
  <PostalAddress type="streetAddress">
    <CountryCode/>
    <PostalCode/>
    <Region/>
    <Municipality/>
    <DeliveryAddress>
      <AddressLine/>
      <Unit/>
    </DeliveryAddress>
  </PostalAddress>
</PersonalData>
</ScreeningsSummary>
<Screenings/>
</BackgroundReportPackage>
</BackgroundReports>
```

HR-XML Piecemeal Order Results Sample

HR-XML Code Snippet

```
<?xml version="1.0" encoding="UTF-8"?>
<BackgroundReports xmlns="http://ns.hr-xml.org/2006-02-28" xmlns:xs="http://www.w3.org/2001/XMLSchema" userId="vurvcce1" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 http://ns.hr-xml.org/2_4/HR-XML-2_4/Screening/US/BackgroundReports.xsd">
  <BackgroundReportPackage type="report">
    <ProcessingInformation>
      <AccessCredential type="UserName">user1</AccessCredential>
      <ScopeOfWork>
        <Text>https://wd.sterlingtesting.com/webdirect2/RecruiterLogin.asp%3FRedirectID%3D4%26OrderNum%3D6014598</Text>
      </ScopeOfWork>
    </ProcessingInformation>
    <ProviderReferenceId>
      <IdValue>6014598</IdValue>
    </ProviderReferenceId>
    <ClientReferenceId>
      <IdValue>589072b2-8183-11dc-8314-0800200c9a66</IdValue>
    </ClientReferenceId>
    <ScreeningStatus>
      <OrderStatus>InProgress</OrderStatus>
      <Score>Eligible</Score>
```



```
<DateOrderReceived>2007-07-10T18:06:01</DateOrderReceived>
<AdditionalItems qualifier="DateOrderClosed">
  <Text>2007-07-21T21:05:01</Text>
</AdditionalItems>
</ScreeningStatus>
<ScreeningsSummary>
  <Organization>
    <OrganizationName>Acme Corporation</OrganizationName>
    <OrganizationId>
      <IdValue>Acme Corporation</IdValue>
    </OrganizationId>
    <AdditionalItems qualifier="x:stsMisc1" type="x:stsField">
      <Text>Miscellaneous Information for Slot1</Text>
    </AdditionalItems>
  </Organization>
  <PersonalData type="Current">
    <PersonName>
      <GivenName>Jane</GivenName>
      <MiddleName>Crosby</MiddleName>
      <FamilyName primary="true">Witherspoon</FamilyName>
      <FamilyName primary="false">Gibbs</FamilyName>
    </PersonName>
    <PostalAddress>
      <CountryCode>US</CountryCode>
      <PostalCode>10001</PostalCode>
      <Region>NY</Region>
      <Municipality>New York</Municipality>
      <DeliveryAddress>
        <AddressLine>249 W. 17th St</AddressLine>
        <Unit>Floor 6</Unit>
      </DeliveryAddress>
    </PostalAddress>
    <ContactMethod>
      <Telephone>
        <FormattedNumber>212-736-5100</FormattedNumber>
      </Telephone>
      <InternetEmailAddress>jgibbs@hanmail.net</InternetEmailAddress>
    </ContactMethod>
    <DemographicDetail>
      <GovernmentId issuingAuthority="SSN" countryCode="US">231-33-2468</GovernmentId>
      <GovernmentId issuingAuthority="DMV" countryCode="US" jurisdiction="">S57597474</GovernmentId>
      <DateOfBirth>1974-07-27</DateOfBirth>
    </DemographicDetail>
  </PersonalData>
  <PersonalData type="Prior">
    <PostalAddress type="streetAddress">
      <CountryCode>US</CountryCode>
      <PostalCode>22101</PostalCode>
      <Region>VA</Region>
      <Municipality>McLean</Municipality>
      <DeliveryAddress>
        <AddressLine>6800 Fleetwood St.</AddressLine>
        <Unit>12F</Unit>
      </DeliveryAddress>
    </PostalAddress>
  </PersonalData>
</ScreeningsSummary>
```



```
<Screenings>
  <Screening type="credit">
    <ClientReferenceId>
      <IdValue>credit123</IdValue>
    </ClientReferenceId>
    <ScreeningStatus>
      <OrderStatus>Completed</OrderStatus>
      <ResultStatus>Pass</ResultStatus>
    </ScreeningStatus>
    <ScreeningHistory>
      <HistoryTimeStamp>
        <StringDate>Apr 25 2007 5:30AM</StringDate>
      </HistoryTimeStamp>
      <HistoryDescription>Open Date</HistoryDescription>
    </ScreeningHistory>
    <ScreeningHistory>
      <HistoryTimeStamp>
        <StringDate>Apr 25 2007 2:56PM</StringDate>
      </HistoryTimeStamp>
      <HistoryDescription>Close Date</HistoryDescription>
    </ScreeningHistory>
    <ScreeningResults mediaType="txt" resultType="report" type="results">
      <Text>*** STATUS: QUALIFIED ***
Results not available at this time.</Text>
    </ScreeningResults>
  </Screening>
</Screenings>
</BackgroundReportPackage>
</BackgroundReports>
```

HR-XML Full Order Results Sample

HR-XML Code Snippet

```
<?xml version="1.0" encoding="UTF-8"?>
<BackgroundReports xmlns="http://ns.hr-xml.org/2006-02-28" xmlns:xs="http://www.w3.org/2001/XMLSchema" userId="vurvcce1" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 http://ns.hr-xml.org/2_4/HR-XML-2_4/Screening/US/BackgroundReports.xsd">
  <BackgroundReportPackage type="report">
    <ProcessingInformation>
      <AccessCredential type="UserName">user1</AccessCredential>
      <ScopeOfWork>
        <Text>https://wd.sterlingtesting.com/webdirect2/RecruiterLogin.asp%3FRedirectID%3D4%26OrderNum%3D6014598</Text>
      </ScopeOfWork>
    </ProcessingInformation>
    <ProviderReferenceId>
      <IdValue>6014598</IdValue>
    </ProviderReferenceId>
    <ClientReferenceId>
      <IdValue>589072b2-8183-11dc-8314-0800200c9a66</IdValue>
    </ClientReferenceId>
    <ScreeningStatus>
      <OrderStatus>Completed</OrderStatus>
      <Score>Eligible</Score>
      <DateOrderReceived>2007-07-10T18:06:01</DateOrderReceived>
```



```
<AdditionalItems qualifier="DateOrderClosed">
  <Text>2007-07-21T21:05:01</Text>
</AdditionalItems>
</ScreeningStatus>
<ScreeningsSummary>
  <Organization>
    <OrganizationName>Acme Corporation</OrganizationName>
    <OrganizationId>
      <IdValue>Acme Corporation</IdValue>
    </OrganizationId>
    <AdditionalItems qualifier="x:stsMisc1" type="x:stsField">
      <Text>Miscellaneous Information for Slot1</Text>
    </AdditionalItems>
  </Organization>
  <PersonalData type="Current">
    <PersonName>
      <GivenName>Jane</GivenName>
      <MiddleName>Crosby</MiddleName>
      <FamilyName primary="true">Witherspoon</FamilyName>
      <FamilyName primary="false">Gibbs</FamilyName>
    </PersonName>
    <PostalAddress>
      <CountryCode>US</CountryCode>
      <PostalCode>10001</PostalCode>
      <Region>NY</Region>
      <Municipality>New York</Municipality>
      <DeliveryAddress>
        <AddressLine>249 W. 17th St</AddressLine>
        <Unit>Floor 6</Unit>
      </DeliveryAddress>
    </PostalAddress>
    <ContactMethod>
      <Telephone>
        <FormattedNumber>212-736-5100</FormattedNumber>
      </Telephone>
      <InternetEmailAddress>jgibbs@hanmail.net</InternetEmailAddress>
    </ContactMethod>
    <DemographicDetail>
      <GovernmentId issuingAuthority="SSN" countryCode="US">231-33-2468</GovernmentId>
      <GovernmentId issuingAuthority="DMV" countryCode="US" jurisdiction="">S57597474</GovernmentId>
      <DateOfBirth>1974-07-27</DateOfBirth>
    </DemographicDetail>
  </PersonalData>
  <PersonalData type="Prior">
    <PostalAddress type="streetAddress">
      <CountryCode>US</CountryCode>
      <PostalCode>22101</PostalCode>
      <Region>VA</Region>
      <Municipality>McLean</Municipality>
      <DeliveryAddress>
        <AddressLine>6800 Fleetwood St.</AddressLine>
        <Unit>12F</Unit>
      </DeliveryAddress>
    </PostalAddress>
  </PersonalData>
</ScreeningsSummary>
</Screenings>
```



```
<Screening type="credit">
  <ClientReferenceId>
    <IdValue>credit123</IdValue>
  </ClientReferenceId>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>Pass</ResultStatus>
  </ScreeningStatus>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 5:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 2:56PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningResults mediaType="txt" resultType="report" type="results">
    <Text>*** STATUS: QUALIFIED ***
```

Results not available at this time.</Text>

```
</ScreeningResults>
</Screening>
<Screening type="ssn">
  <ClientReferenceId>
    <IdValue>ssn123</IdValue>
  </ClientReferenceId>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>Hit</ResultStatus>
  </ScreeningStatus>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Aug 30 2007 4:01PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Aug 30 2007 4:04PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningResults type="results" mediaType="txt" resultType="report">
    <Text>Results not available at this time.
```

To provide the most comprehensive information, a Social Security
Number search has been conducted using multiple data sources. At
least one of these data sources has reported that the information
provided by Sterling matches their records.

```
</Text>
</ScreeningResults>
</Screening>
```



</Screenings>
</BackgroundReportPackage>
</BackgroundReports>



More Detail Result Request

The More Detail Order Request method is an additional function designed by Sterling. This allows the client the ability to query the order results or order status any time after the order is submitted to Sterling's fulfillment system. It's a useful but optional method offered to the Vendor to build based on their client's preference and/or business needs. The successful acknowledgement produced in responding to the request can be generated as SSO (Single Sign on) or Non-SSO. The request and acknowledgement are in compliance with the HR-XML 2.4 Background Check and Background Report schema.



More Detail Result Request

Field Name	XPath	Description	Required Field
Trading Partner Username	/BackgroundCheck/@userId	The Trading Partner's username used to identify and authenticate the system making the request. This will be provided by Sterling	Mandatory
Trading Partner Password	/BackgroundCheck/@password	The Trading Partner's password for Trading Partner's username. This will be provided by Sterling	Mandatory
Trading Partner Group	/BackgroundCheck@account	The Trading Partner Group. This will be provided by Sterling	Mandatory
Sterling's Order ID	/soap:Envelope/soap:Body/GetBackgroundReportSSO/BackgroundCheck/Referenceld[@idOwner="Sterling"]/IdValue	Sterling order id to which the detail results is queried	Mandatory
Client's User Name	/BackgroundCheck/BackgroundSearchPackage/ProcessingInformation/AccessCredential[@type="UserName"]	The Client's username which is used to identify the end user of the client that is making the requisition. It will be provided by Sterling	Mandatory
Client's Password	/BackgroundCheck/BackgroundSearchPackage/ProcessingInformation/AccessCredential[@type="Password"]	The Client's password that is used in conjunction with the Client's username to authenticate the end user of the client making the request. It will be provided by Sterling	Mandatory

HR-XML Code Snippet

```
<soap:Envelope xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema" xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 file://st.com/users$/USERS/hyuan/Documents/Old%20Desk%20Files%203/SW-HRXML/HR-XML%202.4/Schemas/US/ApplicationAcknowledgement.xsd">
  <soap:Body>
    <GetBackgroundReportSSO xmlns="http://service.common.sif.sterling.com">
      <BackgroundCheck account="[GroupID]" userId="[User ID]" password="[Password]" xmlns="http://ns.hr-xml.org/2006-02-28" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 http://ns.hr-xml.org/2_4/HR-XML-2_4/Screening/US/BackgroundCheck.xsd">
        <Referenceld idOwner="sterling">
          <IdValue>[Sterling Direct Order Number]</IdValue>
        </Referenceld>
        <BackgroundSearchPackage>
          <ProcessingInformation>
            <AccessCredential type="UserName">[Client's User Name]</AccessCredential>
            <AccessCredential type="Password">[Client's password]</AccessCredential>
          </ProcessingInformation>
        </BackgroundSearchPackage>
      </BackgroundCheck>
    </GetBackgroundReportSSO>
  </soap:Body>
</soap:Envelope>
```




Success Acknowledgement

Field Name	XPath	Description	Required Field
Background Reports	/BackgroundReports/BackgroundReportPackage	Success Acknowledgement/Results report returned from Sterling in respond to the more detail result request.	
Sterling Order Number	/BackgroundReports/BackgroundReportPackage/ProviderReferenceId/IdValue	The order number to which result is queried.	Mandatory
Redirect URL	/BackgroundReports/BackgroundReportPackage/SupportingDocumentation/Documentation/InternetWebAddress	SSO or Non-SSO Redirect URL to Sterling portal to view the detail order result. It's generated by Sterling	Mandatory

HR-XML Code Snippet

```
<BackgroundReports userId="" schemaLocation="http://ns.hr-xml.org/2006-02-28 http://ns.hr-xml.org/2_4/HR-XML-2_4/Screening/US/BackgroundReports.xsd" xmlns="http://ns.hr-xml.org/2006-02-28">
  <BackgroundReportPackage>
    <ProviderReferenceId>
      <IdValue>254455442</IdValue>
    </ProviderReferenceId>
    <SupportingDocumentation>
      <Documentation>
        <InternetWebAddress>https://qasecure.sterlingdirect.com/gateway/OneClick.aspx?METHOD=BGCHECK_PRTREPORT&CUSTID=b2uOg8SzC4Y%3d&BGORDERID=i8dbNvT9O2g%3d&TOKEN=gMmGWEoPsECjNQOI54YEvo3gYL8uPMN%</InternetWebAddress>
      </Documentation>
    </SupportingDocumentation>
  </BackgroundReportPackage>
</BackgroundReports>
```

Failure Acknowledgement

Field Name	XPath	Description	Required Field
Error Acknowledgement	/ApplicationAcknowledgement	Error Acknowledgement that is returned from Sterling in respond to the more detail result request.	
Time Stamp	/ApplicationAcknowledgement/PayloadResponseSummary/ProcessingTimestamp[@description='Results Processed']	The data and time that more detail result request is processed.	Optional
Acknowledgement Time Stamp	/ApplicationAcknowledgement/PayloadResponseSummary/AcknowledgementCreationTimestamp	Date and time the acknowledgement has been generated in Sterling's system	Optional
EntityInstanceXPath	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityInstanceXPath	The EntityInstanceXPath is only used to refer to the entity in the original message which is order number in this case. It is required by hr-xml but it is not used by Sterling and Client	Mandatory
Exception Identifier	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityInstanceXPath	Code to identify the error	Optional



	ityException/Exception/ExceptionIdentifier		
Exception Severity	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityException/Exception/ExceptionSeverity	Severity of the error	Mandatory
Exception Message	/ApplicationAcknowledgement/PayloadDisposition/EntityDisposition/EntityException/Exception/ExceptionMessage	Description of the error returned from Client when processing the order results.	Mandatory

HR-XML Code Snippet

```
<ApplicationAcknowledgement xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 http://ns.hrxml.org/2_4/HR-XML-2_4/CPO/ApplicationAcknowledgement.xsd" xmlns="http://ns.hr-xml.org/2006-02-28"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <PayloadResponseSummary>
    <ProcessingTimestamp>2013-02-07T14:37:57-04:00</ProcessingTimestamp>
    <AcknowledgementCreationTimestamp>2013-02-07T14:37:57-04:00</AcknowledgementCreationTimestamp>
  </PayloadResponseSummary>
  <PayloadDisposition>
    <EntityDisposition>
      <EntityInstanceXPath>/BackgroundReports/BackgroundReportPackage[1]/ProviderReferenceId[1]/IdValue[1]</EntityInstanceXPath>
      <EntityException>
        <Exception>
          <ExceptionIdentifier>06x0002</ExceptionIdentifier>
          <ExceptionSeverity>Fatal</ExceptionSeverity>
          <ExceptionMessage>Invalid Trading Partner Credentials.</ExceptionMessage>
        </Exception>
      </EntityException>
    </EntityDisposition>
  </PayloadDisposition>
</ApplicationAcknowledgement>
```



Appendix A: Known Value Restrictions

These are a list of known values supported by Sterling. Only these values will be accepted as values in XML elements specified.

Background Check	Field Name	Selection	Restricted by
Candidate Info	Gender	<u>HR-XML value = Sterling values</u> 0 – Not Known = N/A 1 – Male = Male 2 – Female = Female 9 – Not specified = N/A	HR-XML Consortium & Sterling
Candidate Info	Projected Salary	<u>HR-XML values = Sterling values</u> Blank = N/A 0-20,000 = Less than \$20,000 20,000-24,999 = Between \$20,000-\$24,999 25,000-74,000 = Between \$25,000-\$74,000 75,000 or over = Over \$75,000	HR-XML Consortium & Sterling
Candidate Info	Race	<u>Sterling values</u> <ul style="list-style-type: none">• Unknown• White• Black• Asian• Pacific Islander• Hispanic• Native American• Alaskan Native	Sterling
Education	schoolTypes	<u>HR-XML values = Sterling values</u> college or College = College highschool or High School = High School secondary = Professional School trade = Technical School university = Graduate School community = College Graduate School or graducate school = Graduate School Professional School = Professional School Technical School or technical school = Technical School GED or ged = GED professional school = Professional School	HR-XML Consortium & Sterling
Education	DegreeType	<u>HR-XML values = Sterling values</u> Ged = GED Diploma high school or equivalent = High School Diploma some college = Did Not Graduate vocational = Other associates = Associates bachelors = Bachelors intermediategraduate = Did Not Graduate masters = Masters doctorate = Doctorate certification = Certificate secondary = GED Diploma professional = professional postdoctorate = postdoc	HR-XML Consortium & Sterling
Education	Complete?	<u>Sterling Values</u> <ul style="list-style-type: none">• Yes• No• In progress• Not provided	Sterling
Employment	Reference PresentEmployer Or	<u>Sterling values</u> <ul style="list-style-type: none">• No• Yes. Full Verification	Sterling



Background Check	Field Name	Selection	Restricted by
	DOTReference PresentEmployer	<ul style="list-style-type: none">• Yes. Verify only dates and position• Yes. Do not verify• Blank (See Employment Reference Table for Usage)	
Professional License Or Employment	Country Code	<u>Sterling Values</u> <ul style="list-style-type: none">• United States• American Samoa• Guam• Puerto Rico• Virgin Islands	Sterling
Professional License		<u>HR-XML Values</u> <ul style="list-style-type: none">• art• cdliis• can• cpa• dentist• dietician• emt• engineer• faa• fcc• financial• gsa• informationTechnology• insurance• lawyer• legal• lpn• lvn• medical• mvCommercial• mvPersonal• mvPersonalCommercial• nurse• occupationalTherapist• optometrist• paramedic• pharmacy• physicalTherapist• physician• radiology• rn• socialWorker• speechTherapist• teacher <p>Sterling accepts standard HR-XML values or any values outside of the HR-XML standard that is supported by the Vendor/Client. However, the values outside of the HR-XML standard would not validate against the schema.</p>	HR-XML Consortium or Customized values from the Vendor/Client
Drug	Drug Screen Reason	<u>HR-XML Values = Sterling Values</u> ReturnToDuty = Return to Duty ReasonableSuspicion/Cause = Reasonable Suspicion Random = Random Pre-employment = Pre-employment PostAccident = Post-Accident Periodic = Periodic Testing (US Coast Guard only) Followup = Follow-Up Testing	HR-XML Consortium & Sterling



Appendix B: Employment Reference

Sterling Employment Reference Addendum

- 1) When employer is current employer AND you DO NOT want to verify employment:
 - 1) set CurrentEmployer = true
 - 2) set PermissionToContact = false
- 2) When employer is current employer AND you DO want to verify employment:
 - 1) set CurrentEmployer = true
 - 2) set PermissionToContact = true
 - 3) set VerifyEmployment = true
- 3) When employer is previous employer AND you DO want to verify employment:
 - 1) set CurrentEmployer = false
 - 2) set PermissionToContact = true
- 4) When employer is previous employer AND you DO NOT want to verify employment:
 - 1) set CurrentEmployer = false
 - 2) set PermissionToContact = false

		Value	Value	Value	Value
INPUT HR-XML	x:stsCurrentEmployer	true	true	false	false
INPUT HR-XML	hr:PermissionToContact	false	true	- or true	false
INPUT HR-XML	hr:VerifyEmployment	-	true	-	-
OUTPUT MAXML	REFERENCE_NOTES	-	-	-	Prefixed with DO NOT CONTACT
OUTPUT MAXML	REFERENCE_PRSENTRMPLOYER	Yes. Do not verify	Yes. Full verification	NO	NO
		= DO NOT CONTACT	= FULL REFERENCE CHECK	= FULL REFERENCE CHECK	= DO NOT CONTACT
			(Normal)	(Normal)	



Appendix C: States for Worker's Compensation

The following states are available for worker's compensation service, if the state is provided in the order request and is not listed below, an inline success response will be returned, but the order will not be eligible for fulfilling.

AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
AS	American Samoa	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DC	District of Columbia	ND	North Dakota
DE	Delaware	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
GU	Guam	PA	Pennsylvania
HI	Hawaii	PR	Puerto Rico
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
IA	Iowa	TN	Tennessee
KS	Kansas	UT	Utah
KY	Kentucky	VT	Vermont
LA	Louisiana	VI	Virgin Islands
ME	Maine	VA	Virginia
MD	Maryland	WA	Washington
MA	Massachusetts	WV	West Virginia
MI	Michigan	WI	Wisconsin
MN	Minnesota	WY	Wyoming
MS	Mississippi	MP	Northern Mariana Islands
MO	Missouri	UM	US Minor Outlying Islands
MT	Montana		



Appendix D: Possible Result Status Values

Background Screening	Result Status	Description	General Interpretation
Reference/Employment Verification	Pass	Verified	Meet Criteria
	Review	Requires Client Review	Review
	Unable to Verify	Not verifiable	Unable to be verified; needs review
	x:passWithCondition	Verified with Conditions	Review
	NoAlertsAssigned		
Education Verification	Pass	Education verified	Pass
	Review	Requires Client Review	Review
	UnableToVerify	Not verifiable	Unable to be verified; needs review
	x:passWithCondition	Verified with Conditions	Review
	NoAlertsAssigned		
Personal Reference	Pass	Verified	Meet Criteria
	Review	Requires Client Review	Review
	UnableToVerify	Not verifiable	Unable to be verified; needs review
	NoAlertsAssigned		
Criminal Background Search	x:PossibleRecord	Possible Record found	Review
	x:Remanded	Remanded	Review
	Clear	Clear	Pass
	x:Conviction	Conviction found	Failed and need review
	x:Arrest	Arrest	Failed and need review
	x:CallLP	Call LP = Review	Need review
	NoAlertsAssigned		
Professional License	Pass	Verified	Pass
	x:PassWithConditions	Verified with Conditions	Need to review
	Review	Requires Client Review	Need to review
	UnableToVerify	Not verifiable	Unable to be verified; needs review
	NoAlertsAssigned		
Sex Offender	Clear	No Record Found	Pass
	Fail	Record Found	Failed
	x:RequestDenied	Request Denied	Review
	NoAlertsAssigned		
Social Security Trace	Hit	Does belong to the applicant	Pass
	Fail	Does not belong to the applicant	Failed
	x:CallSSA	Call SSA	Review
	NoAlertsAssigned		
Credit Report	Pass	Qualified	Pass
	Fail	Disqualified	Failed
	Review	Review	Need review
	NoAlertsAssigned		
DMV Report	x:Valid	Valid	Meet Criteria
	x:Invalid	Invalid	Do not meet Criteria
	Review	Review	Review
	NoAlertsAssigned		
OFAC	Clear	Clear	Pass
	Hit	Individual is on terrorist watch list	Failed
	NoAlertsAssigned		
OIG	x:NoAlertsAssigned	Individual has no sanction record	Individual has no sanction record
FACIS	x:NoAlertsAssigned	Individual has no sanction record	Individual has no sanction record
Drug	Pass	Negative	Pass



	Fail	Positive	Failed
	x:NoShow	No Show	Applicant did not show up for the Drug test.
	Cancelled	Cancelled Test	Test is cancelled by Client, Collector or Donor
	MRORequired		
	Incomplete		
	NoAlertsAssigned		
Worker's Compensation	Fail	No Claim Found	No Claim Found
	Hit	Claim Found	Claim found
	NoAlertsAssigned		



Appendix E: Complete Background Check Order Result Sample

```
<?xml version="1.0" encoding="UTF-8"?>
<BackgroundReports xmlns="http://ns.hr-xml.org/2006-02-28" xmlns:xs="http://www.w3.org/2001/XMLSchema" userId="vurvcce1"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://ns.hr-xml.org/2006-02-28 http://ns.hr-xml.org/2_4/HR-XML-
2_4/Screening/US/BackgroundReports.xsd">
  <BackgroundReportPackage type="report">
    <ProcessingInformation>
      <AccessCredential type="UserName">user1</AccessCredential>
      <ScopeOfWork>
        <Text>https://wd.sterlingtesting.com/webdirect2/RecruiterLogin.asp%3FRedirectID%3D4%26OrderNum%3D6014598</Text>
      </ScopeOfWork>
    </ProcessingInformation>
    <ProviderReferenceId>
      <IdValue>6014598</IdValue>
    </ProviderReferenceId>
    <ClientReferenceId>
      <IdValue>589072b2-8183-11dc-8314-0800200c9a66</IdValue>
    </ClientReferenceId>
    <ScreeningStatus>
      <OrderStatus>Completed</OrderStatus>
      <Score>Eligible</Score>
      <DateOrderReceived>2007-07-10T18:06:01</DateOrderReceived>
      <AdditionalItems qualifier="DateOrderClosed">
        <Text>2007-07-21T21:05:01</Text>
      </AdditionalItems>
    </ScreeningStatus>
    <ScreeningsSummary>
      <Organization>
        <OrganizationName>Acme Corporation</OrganizationName>
        <OrganizationId>
          <IdValue>Store SC455</IdValue>
        </OrganizationId>
        <AdditionalItems qualifier="x:stsMisc1" type="x:stsField">
          <Text>Miscellaneous Information for Slot1</Text>
        </AdditionalItems>
      </Organization>
      <PersonalData type="Current">
        <PersonName>
          <GivenName>Jane</GivenName>
          <MiddleName>Crosby</MiddleName>
          <FamilyName primary="true">Witherspoon</FamilyName>
          <FamilyName primary="false">Gibbs</FamilyName>
        </PersonName>
        <PostalAddress>
          <CountryCode>US</CountryCode>
          <PostalCode>10001</PostalCode>
          <Region>NY</Region>
          <Municipality>New York</Municipality>
          <DeliveryAddress>
            <AddressLine>249 W. 17th St</AddressLine>
            <Unit>Floor 6</Unit>
          </DeliveryAddress>
        </PostalAddress>
        <ContactMethod>
          <Telephone>
            <FormattedNumber>212-736-5100</FormattedNumber>
          </Telephone>
          <InternetEmailAddress>jgibbs@hanmail.net</InternetEmailAddress>
        </ContactMethod>
        <DemographicDetail>
          <GovernmentId issuingAuthority="SSN" countryCode="US">123-45-6789</GovernmentId>
          <GovernmentId issuingAuthority="DMV" countryCode="US" jurisdiction="NY">538-474-910</GovernmentId>
          <DateOfBirth>1980-07-27</DateOfBirth>
        </DemographicDetail>
      </PersonalData>
      <PersonalData type="Prior">
        <PostalAddress type="streetAddress">
          <CountryCode>US</CountryCode>
          <PostalCode>22101</PostalCode>
          <Region>VA</Region>
          <Municipality>McLean</Municipality>
          <DeliveryAddress>
            <AddressLine>6800 Fleetwood St.</AddressLine>
            <Unit>12F</Unit>
          </DeliveryAddress>
        </PostalAddress>
      </PersonalData>
    </ScreeningsSummary>
  </BackgroundReportPackage>
</BackgroundReports>
```



```
</PostalAddress>
</PersonalData>
</ScreeningsSummary>
<Screening type="credit">
  <ClientReferenceld>
    <IdValue>credit123</IdValue>
  </ClientReferenceld>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>Pass</ResultStatus>
  </ScreeningStatus>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 5:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 2:56PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningResults mediaType="txt" resultType="report" type="results">
    <Text>*** STATUS: QUALIFIED ***
Results not available at this time.</Text>
</ScreeningResults>
</Screening>
<Screening type="ssn">
  <ClientReferenceld>
    <IdValue>ssn123</IdValue>
  </ClientReferenceld>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>Hit</ResultStatus>
  </ScreeningStatus>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Aug 30 2007 4:01PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Aug 30 2007 4:04PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningResults type="results" mediaType="txt" resultType="report">
    <Text>Results not available at this time.
*****
To provide the most comprehensive information, a Social Security
Number search has been conducted using multiple data sources. At
least one of these data sources has reported that the information
provided by Sterling matches their records.
*****
</Text>
</ScreeningResults>
</Screening>
<Screening type="license" qualifier="mvPersonal">
  <ClientReferenceld>
    <IdValue>dmv123</IdValue>
  </ClientReferenceld>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>x:Valid</ResultStatus>
  </ScreeningStatus>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 5:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 3:07PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
```



```
</ScreeningHistory>
<ScreeningResults mediaType="txt" resultType="report" type="results">
  <Text>*** STATUS: VALID DRIVER&apos;S LICENSE ***
Results not available at this time.</Text>
</ScreeningResults>
</Screening>
<Screening type="criminal">
  <ClientReferenceId>
    <IdValue>criminal123</IdValue>
  </ClientReferenceId>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>Clear</ResultStatus>
  </ScreeningStatus>
  <Region>NY</Region>
  <County>STATE OF NY</County>
  <Municipality>NEW YORK</Municipality>
  <PostalCode>10001</PostalCode>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 5:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 2:56PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningResults mediaType="txt" resultType="report" type="results">
    <Text>NO CRIMINAL CONVICTION FOUND.</Text>
  </ScreeningResults>
</Screening>
<Screening type="criminal">
  <ClientReferenceId>
    <IdValue>criminalprior123</IdValue>
  </ClientReferenceId>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>Clear</ResultStatus>
  </ScreeningStatus>
  <Region>FL</Region>
  <County>ORANGE</County>
  <Municipality>ORLANDO</Municipality>
  <PostalCode>32819</PostalCode>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 5:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 2:56PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningResults mediaType="txt" resultType="report" type="results">
    <Text>NO CRIMINAL CONVICTION FOUND.</Text>
  </ScreeningResults>
</Screening>
<Screening type="criminal">
  <ClientReferenceId>
    <IdValue/>
  </ClientReferenceId>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>Clear</ResultStatus>
  </ScreeningStatus>
  <Region>NY</Region>
  <County>Nassau</County>
  <Municipality>HILLSIDE</Municipality>
  <PostalCode>11040</PostalCode>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 5:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
```



```
</ScreeningHistory>
<ScreeningHistory>
  <HistoryTimeStamp>
    <StringDate>Apr 25 2007 2:56PM</StringDate>
  </HistoryTimeStamp>
  <HistoryDescription>Close Date</HistoryDescription>
</ScreeningHistory>
<ScreeningResults mediaType="txt" resultType="report" type="results">
  <Text>NO CRIMINAL CONVICTION FOUND.</Text>
</ScreeningResults>
</Screening>
<Screening type="other" qualifier="sexual">
  <ClientReferenceId>
    <IdValue>sexoffender123</IdValue>
  </ClientReferenceId>
  <ScreeningStatus>
    <OrderStatus>InProgress</OrderStatus>
    <ResultStatus>x.NoAlertsAssigned</ResultStatus>
  </ScreeningStatus>
  <Region>NY</Region>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 5:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 5:32PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningResults mediaType="txt" resultType="report" type="results">
    <Text/>
  </ScreeningResults>
</Screening>
<Screening type="employment">
  <ClientReferenceId>
    <IdValue>employment123</IdValue>
  </ClientReferenceId>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>Pass</ResultStatus>
  </ScreeningStatus>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 5:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 3:06PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningResults mediaType="txt" resultType="report" type="results">
    <Text>POSITION: SALES MANAGER
  </Text>
</ScreeningResults>
</Screening>
```

START DATE: 1995-04-21

ENDING DATE: 2006-02-14

SALARY: 100000

COMPANY ADDRESS: 1212 W BROADWAY NEW YORK, NEW YORK 10006

PHONE: 212-555-1212

SUPERVISOR: JILL JONES

REASON FOR LEAVING: NONE

EMPLOYMENT VERIFICATION RESULT:

UNVERIFIABLE BECAUSE INSUFFICIENT INFORMATION WAS PROVIDED BY APPLICANT.



PLEASE EMAIL STERLING AT INFO@STERLINGTESTING.COM IF YOU ARE ABLE TO OBTAIN MORE DETAILED INFORMATION REGARDING THIS REQUEST.

HISTORY:

```
</Text>
</ScreeningResults>
<EmploymentVerificationReport>
  <EmploymentResult>
    <EmploymentHistory>
      <EmployerOrg employerOrgType="">
        <EmployerOrgName>SPECIFIC MOTORS - SAFETY GLASS DIVISION</EmployerOrgName>
        <EmployerContactInfo contactType="">
          <PersonName>
            <FormattedName>Jill Jones</FormattedName>
          </PersonName>
          <ContactMethod>
            <Telephone>
              <FormattedNumber>212-555-1212</FormattedNumber>
            </Telephone>
            <PostalAddress>
              <CountryCode>US</CountryCode>
              <PostalCode>10006</PostalCode>
              <Region>New York</Region>
              <Municipality>New York</Municipality>
              <DeliveryAddress>
                <AddressLine>1212 W Broadway</AddressLine>
              </DeliveryAddress>
            </PostalAddress>
          </ContactMethod>
        </EmployerContactInfo>
        <PositionHistory positionType="directHire">
          <Title>Sales Manager</Title>
          <OrgName>
            <OrganizationName/>
          </OrgName>
          <Description/>
          <StartDate>
            <StringDate>04/21/1995</StringDate>
          </StartDate>
          <EndDate>
            <StringDate>02/14/2006</StringDate>
          </EndDate>
          <Compensation>
            <StartingCompensation currency="DOL">75000</StartingCompensation>
            <EndingCompensation currency="DOL">100000</EndingCompensation>
          </Compensation>
          <Verification>
            <ContactInfo>
              <PersonName/>
            </ContactInfo>
            <ReasonForLeaving>None</ReasonForLeaving>
          </Verification>
        </PositionHistory>
      </EmployerOrg>
    </EmploymentHistory>
  </EmploymentResult>
</EmploymentVerificationReport>
</Screening>
<Screening type="education">
  <ClientReferenceId>
    <IdValue>education123</IdValue>
  </ClientReferenceId>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>Pass</ResultStatus>
  </ScreeningStatus>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 5:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 2:59PM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
  </ScreeningHistory>
</Screening>
</ScreeningHistory>
```



```
<ScreeningResults mediaType="txt" resultType="report" type="results">
  <Text>Detail results info here</Text>
</ScreeningResults>
<EducationVerificationReport>
  <EducationInput>
    <SchoolOrInstitution schoolType="HIGH SCHOOL">
      <School>
        <SchoolName>GEORGIA INSTITUTE OF TECHNOLOGY</SchoolName>
      </School>
      <PostalAddress>
        <CountryCode>US</CountryCode>
        <DeliveryAddress>
          <AddressLine>Georgia Institute of Technology, Atlanta, Georgia 30332, 404-894-2000</AddressLine>
        </DeliveryAddress>
      </PostalAddress>
      <Degree>
        <DegreeName>GED Diploma</DegreeName>
        <DegreeDate>
          <StringDate>1998</StringDate>
        </DegreeDate>
        <DatesOfAttendance>
          <StartDate>
            <StringDate>06/15/1995-12/20/1998</StringDate>
          </StartDate>
        </DatesOfAttendance>
      </Degree>
    </SchoolOrInstitution>
  </EducationInput>
</EducationVerificationReport>
</Screening>
<Screening type="license" qualifier="professional">
  <ClientReferenceId>
    <IdValue>ProLicence123</IdValue>
  </ClientReferenceId>
  <ScreeningStatus>
    <OrderStatus>Completed</OrderStatus>
    <ResultStatus>Pass</ResultStatus>
  </ScreeningStatus>
  <Region>NY</Region>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 25 2007 4:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Open Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningHistory>
    <HistoryTimeStamp>
      <StringDate>Apr 26 2007 8:30AM</StringDate>
    </HistoryTimeStamp>
    <HistoryDescription>Close Date</HistoryDescription>
  </ScreeningHistory>
  <ScreeningResults type="results" mediaType="txt" resultType="report">
    <Text>
      INFORMATION GIVEN BY APPLICANT    INFORMATION VERIFIED
    </Text>
  </ScreeningResults>
</Screening>
</ProfessionalLicenseReport>
<LicenseInput>
  <License>
    <LicenseNumber>X90210</LicenseNumber>
    <LicensingAgency>New York Bar Association</LicensingAgency>
    <LicenseName>legal</LicenseName>
    <LicenseDescription/>
    <EffectiveDate>
      <StartDate>

```

```
TYPE OF LICENCE /
CREDENTIAL SEARCH : LEGAL          YES

LICENSE NUMBER    : X90210          NO

STATE ISSUED      : NY              YES

DATE ISSUED       : 1994-01-22      YES

EXPIRATION DATE   : 2004-01-15      YES
```

```
PERSON CONTACTED :
POSITION          :
DATE              : 08/30/2007
</Text>
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```
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  <ScreeningResults type="results" mediaType="txt" resultType="report">
    <Text>CONTACT PERSON: Jone Don

```

PHONE NUMBER: 518-965-6543

FAX NUMBER: 518-123-9876

REFERENCE VERIFICATION RESULT:

UNVERIFIABLE BECAUSE INSUFFICIENT INFORMATION WAS PROVIDED BY APPLICANT.

PLEASE EMAIL STERLING AT INFO@STERLINGTESTING.COM IF YOU ARE ABLE TO OBTAIN MORE DETAILED INFORMATION REGARDING THIS REQUEST.

PERSON CONTACTED:
POSITION :
DATE : 04/25/2007
HISTORY:

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</Text>
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        </PersonName>
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          </Telephone>
          <Fax>
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