Checkr

The modern, compliant background check for your enterprise.

API Setup Guide
June, 2016

Checkr

GETTING STARTED

Initial Account Setup

If you have not done so already, visit the Checkr homepage and sign up for an account. Once you have setup an account with Checkr, you will be placed into our test environment. In the Checkr test environment, you have access to the Test API key, API logs, and account settings. Checkr test API will allow you make API calls and we will return to you fake user data.

Checkr API Documentation

Take a moment to review the Checkr API Documentation. This information can be accessed here (www.checkr.com/docs). The API documentation should provide all of the information required to begin working with the Checkr API and implementing the backend of the Checkr integration.

UI Requirements

Because of the regulation surrounding background checks, all applicants must be taken through a specific structured flow before submitting the request for a background check. Specifically, you will collect applicant information, display their rights under the Fair Credit Reporting Act, display a disclosure form, and finally display and collect consent on an authorization form. Additional information below.

Please find the Frontend UI Requirements Checklist at the end of this document.

APPLICANT FLOW

Every applicant must be taken through a flow that displays the following:

- Rights under the FCRA - the legislation that governs background checks.
- Disclosure for background check - defines which parties will have access to the completed reports
- Authorization for background check - agreement for Checkr to perform the background check

In terms of the flow, you have the ability to collect applicant information at any point in the signup flow.

If you would like, you can display rights under the FCRA on the same page as the form you use to collect the applicant information

The Disclosure page MUST be on its own standalone page. This means that you cannot group the disclosure and authorization on the same page page. The disclosure is an area of the applicant flow that requires strict adherence to FCRA compliance, as this is where many class action lawsuits come from, as far as a background screening process.

Balsamiq mockups of the proposed applicant flow on the following page with section specific notes...

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Page 1 - Applicant form and rights under the FCRA

A Web Page

http://

Welcome

Your Company (the "Company") has engaged Checkr, Inc. to obtain a consumer report and/or investigative consumer report for employment purposes. Checkr Inc. will provide a background investigation as a pre-condition of your engagement with the Company and in compliance with federal and state employment laws.
If you have any questions related to the screening process, please contact us at applicant.checkr.com.

First name   Middle name   Last name
☐ I do not have a middle name

DOB   SSN   Current zipcode

Driver license number   Driver license state

A Summary of Your Rights Under the Fair Credit Reporting Act

☐ I acknowledge receipt of the Summary of Your Rights Under the Fair Cre

Next

Notes
Rights under the FCRA copy included in Checkr API .zip file
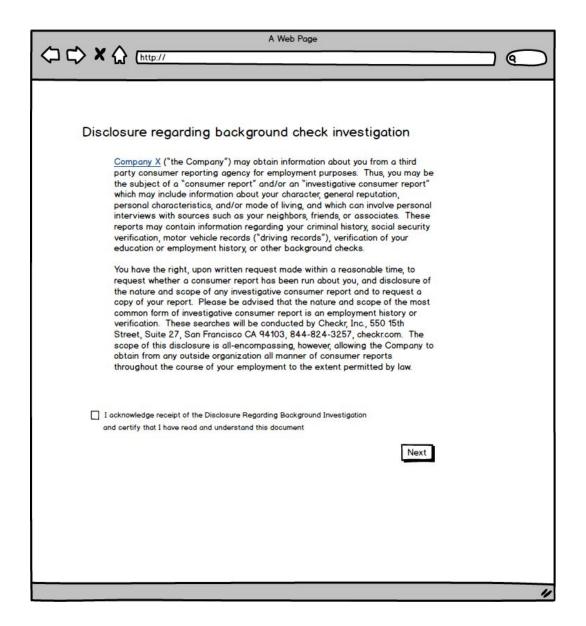Create radio button for acknowledgement of Rights Under the FCRA
Checkr requires middle name for background checks
Applicants w/o a middle name must check a box that says 'I do not have a middle name'

Then pass the 'no_middle_name' candidate attribute as 'TRUE'
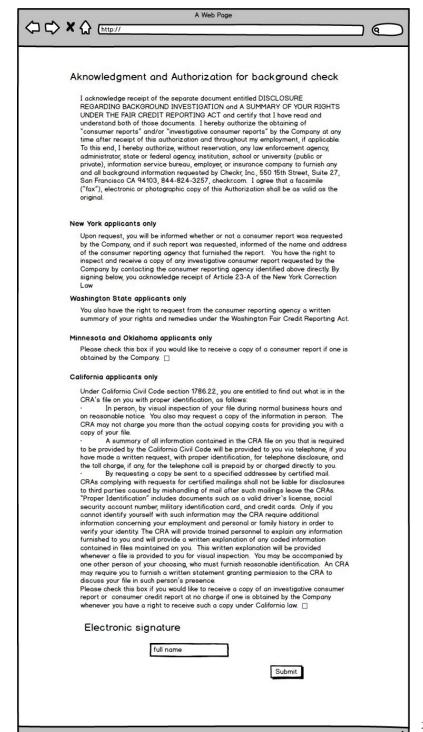[Example](#) from the Checkr-hosted flow.

Page 2 - Disclosure

Notes
Disclosure MUST be on its own page
Disclosure copy included in Checkr API .zip file

Page 3 - Authorization

A Web Page

Aknowledgment and Authorization for background check

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Checkr, Inc., 550 15th Street, Suite 27, San Francisco CA 94103, 844-824-3257, checkr.com. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

New York applicants only

Upon request, you will be informed whether or not a consumer report was requested by the Company, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

Washington State applicants only

You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Minnesota and Oklahoma applicants only

Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐

California applicants only

Under California Civil Code section 1786.22, you are entitled to find out what is in the CRA's file on you with proper identification, as follows:
· In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The CRA may not charge you more than the actual copying costs for providing you with a copy of your file.
· A summary of all information contained in the CRA file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.
· By requesting a copy be sent to a specified addressee by certified mail. CRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the CRAs. "Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the CRA require additional information concerning your employment and personal or family history in order to verify your identity. The CRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An CRA may require you to furnish a written statement granting permission to the CRA to discuss your file in such person's presence.
Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. ☐

Electronic signature

[full name]

[Submit]

Notes

Signature on authorization form must comply with e-sign act.

Recommendations on next page

Must offer the state specific options to request copies of the completed report. All radio buttons for requesting reports should be tied to the API field, 'copy_requested' on the candidate object.

Offering a blanket "click here to request a copy of your report" is acceptable, if you do not wish to include each state by state requirement.

For New York applicants, must create hyperlink on words "Article 23-A" to this link.

Authorization copy included in Checkr API .zip file

2505 Mariposa St. Floor 2, San Francisco, CA 94110
844-2-CHECKR

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COMPLIANCE AND E-SIGNATURE

Collecting proof of authorization is one of the major requirements of the End User (employer) before performing a background check. In the potential case of an audit of the employer or of Checkr, each employer must be able to furnish copies of the authorization for background check. There are two recommended methods for doing this...

Method One

- Make sure the user is identified by username and password
- Have applicant type their name in signature box
- Upon submission of authorization, generate a PDF of the authorization form and store this PDF on your internal system
- On PDF store date/timestamp
- On PDF store applicant IP Address

Method Two

- Make sure the user is identified by username and password
- Have applicant type name into signature box
- Upon submission of authorization, store date/time stamp, IP address, and signed name
- Have the ability to reproduce a PDF of the authorization on demand

REQUESTING PRODUCTION ACCESS

Requirements

Successful creation of reports in Test environment

Completed Account Authorization form - Provided by Checkr Account Executive

Completed FCRA Agreement/Customer Agreement - Provided by Checkr Account Executive

Screenshots of full applicant flow sent to Checkr (clients@checkr.com). Ensure that each page is fully captured in the separate screenshots. *(Make sure the applicant flow you've designed meets all of the requirements outlined in the Frontent UI Requirements Checklist below)*

Defined Search packages and package name - Checkr allows you to customize any number of packages to include various searches. Before going live in production, Checkr needs to create your final packages and will set them up with the agreed upon package name. This package name will be what you call as report type. EG: 'checkr_employees'

Process

After submitting the screenshots, the Checkr team will do a review of your applicant flow with the Checkr Head of Compliance to make sure everything is ready for production. After your account has been authorized for production access, you will receive an email from Checkr confirming that production API access has been enabled. Simply replace your Test API key with your Production API key and you will be ready to go!

Contact

Please direct technical questions to clients@checkr.com.

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FRONTEND UI REQUIREMENTS CHECKLIST

Use this list to ensure that all UI elements are present on your applicant flow. Checkr the
Checkr API Docs for more details

Page 1 - Applicant form and rights under the FCRA

UI requirement	HTML element	Notes
Welcome copy	Text	Included in `Checkr API Setup.zip` > `Welcome and Rights Under the FCRA.docx` > `Welcome copy`
First name	Input- text	`string`
Middle name	Input- text	`string`
No middle name	Input- checkbox	`boolean`
Last name	Input- text	`string`
DOB (date of birth)	Input- text or dropdown menus	`date`- format: YYYY-MM-DD
SSN (social security number)	Input- text	`string`- format: XXX-XX-XXXX
Current zip code	Input- text	`string`
Driver license number	Input- text	`string`
Driver license state	Input- text	`string`- format: ST
Email	Input- text	`string`- optional UI element if you already have this information
Rights under the FCRA header	Text	Included in `Checkr API Setup.zip` > `Welcome and Rights Under the

		FCRA.docx` > `Rights under the FCRA header`
Rights under the FCRA copy	Text	Included in `Checkr API Setup.zip` > `Welcome and Rights Under the FCRA.docx` > `Rights under the FCRA copy`
Rights under the FCRA acknowledgment checkbox and copy	Input- checkbox, text	Included in `Checkr API Setup.zip` > `Welcome and Rights Under the FCRA.docx` > `Rights under the FCRA acknowledgment copy`
Next page button	Button	

Page 2 - Disclosure

UI requirement	HTML element	Notes
Disclosure must be on a standalone page		Disclosure must be on a standalone page
Disclosure header	Text	Included in `Checkr API Setup.zip` > `Disclosure.docx` > `Disclosure header`
Disclosure copy	Text	Included in `Checkr API Setup.zip` > `Disclosure.docx` > `Disclosure copy`
Disclosure acknowledgment checkbox and copy	Input- checkbox, text	Included in `Checkr API Setup.zip` > `Disclosure.docx` > `Disclosure acknowledgment copy`
Next page button	Button	

Page 3 - Authorization

UI requirement	HTML element	Notes
Authorization header	Text	Included in `Checkr API Setup.zip` > `Authorization.docx` > `Authorization header`
Authorization copy	Text	Included in `Checkr API Setup.zip` > `Authorization.docx` > `Authorization copy`
Hyperlink on text "Article 23-A" in the New York applicants only section	Hyperlink (<a>)	Link: https://www.labor.ny.gov/formsdocs/wp/correction-law-article-23a.pdf
Minnesota and Oklahoma applicants checkbox	Input- checkbox	`boolean` (attribute name: `copy_requested`)
California applicants checkbox	Input- checkbox	`boolean` (attribute name: `copy_requested`)
Electronic Signature	Input- text	See the **Compliance and E-Signature** section for full details
Submit button	Button	