incheck

Custom Background Strategies. Expert Insight.

Client Contact Information & Authorized Requestor Form

Company Name: _____

Mailing Address: _____

Phone Number: _____

Billing Method and Contact info:

☐ **Email invoice to:** _____

☐ **Mail invoice to above address and send attention to:** _____

If billing address is different from mailing address, please provide the correct billing address below:

_____

_____

Authorized Users/Requestors:

Please specify the head designate (primary contact) for your company:

Head Designate: _____

Job Title: _____

Email: _____

Telephone: _____

Please list additional users below, and select the type of access each user should have to our online system. **Administrative Users** are authorized to order and view all reports under the account. Administrative Users are authorized to make changes to user access and order and view reports for other users. Administrative Users are also authorized to make changes to specific background check reports as well as account protocol changes. **Non-Administrative User** access **must be specified by the Head Designate**. Non-Administrative Users are authorized to order and/or view online background checks. Please designate the type of access required for each Non-Administrative User.

1. **User:** _____

   Job Title: _____

   Email: _____

   Telephone: _____

   Administrative / Non-Administrative (circle one)

If Administrative, select all that apply:	**If Non-Administrative, select all that apply:**
☐ Order reports for other users	☐ Order reports
☐ Order reports for child accounts	☐ View reports
☐ View all reports for other users	
☐ View all reports for child accounts	

2. **User:** _____

   Job Title: _____

   Email: _____

   Telephone: _____

   Administrative / Non-Administrative (circle one)

If Administrative, select all that apply:	**If Non-Administrative, select all that apply:**
☐ Order reports for other users	☐ Order reports
☐ Order reports for child accounts	☐ View reports
☐ View all reports for other users	
☐ View all reports for child accounts	

3. User: _____

Job Title: _____

Email: _____

Telephone: _____

Administrative / Non-Administrative (circle one)

If Administrative, select all that apply:

- ☐ Order reports for other users
- ☐ Order reports for child accounts
- ☐ View all reports for other users
- ☐ View all reports for child accounts

If Non-Administrative, select all that apply:

- ☐ Order reports
- ☐ View reports

4. User: _____

Job Title: _____

Email: _____

Telephone: _____

Administrative / Non-Administrative (circle one)

If Administrative, select all that apply:

- ☐ Order reports for other users
- ☐ Order reports for child accounts
- ☐ View all reports for other users
- ☐ View all reports for child accounts

If Non-Administrative, select all that apply:

- ☐ Order reports
- ☐ View reports

5. User: _____

Job Title: _____

Email: _____

Telephone: _____

Administrative / Non-Administrative (circle one)

If Administrative, select all that apply:

- ☐ Order reports for other users
- ☐ Order reports for child accounts
- ☐ View all reports for other users
- ☐ View all reports for child accounts

If Non-Administrative, select all that apply:

- ☐ Order reports
- ☐ View reports

6. User: _____

    Job Title: _____

    Email: _____

    Telephone: _____

Administrative / Non-Administrative (circle one)

If Administrative, select all that apply:	**If Non-Administrative, select all that apply:**
☐ Order reports for other users	☐ Order reports
☐ Order reports for child accounts	☐ View reports
☐ View all reports for other users	
☐ View all reports for child accounts	

7. User: _____

    Job Title: _____

    Email: _____

    Telephone: _____

Administrative / Non-Administrative (circle one)

If Administrative, select all that apply:	**If Non-Administrative, select all that apply:**
☐ Order reports for other users	☐ Order reports
☐ Order reports for child accounts	☐ View reports
☐ View all reports for other users	
☐ View all reports for child accounts	

Note: *Our user settings are very flexible. If you desire a setting not found on this document, please let us know. We most likely have the solution for you!*

Authorized Representative:

Signature: _____   **Date:** _____

_____   _____

Name   Title