



Notary Signing Agent Background Screening Standards

10-Year Search of Criminal Records¹

Social Security Number Trace — confirms identity and provides address history where criminal record searches will be conducted

County Criminal Court Search² — tabulated per scoring grid

Motor Vehicle Records³ — tabulated per scoring grid

National Sex Offender — automatic disqualification

Nationwide Criminal Database — tabulated per scoring grid

Federal District Court Search — tabulated per scoring grid

USA Patriot Act including Terrorist Watch List — automatic disqualification

- United Nations Named Terrorist List
- Office of Foreign Asset Control (OFAC) Specially Designated Nationals and Blocked Persons
- Bank of England Sanctions
- Department of Defense Trade Controls (DTC) Debarred Parties
- U.S. Bureau of Industry and Security Unverified Entity List
- U.S. Bureau of Industry and Security Denied Entity List
- U.S. Bureau of Industry and Security Denied Persons List
- World Bank List of Debarred Firms

¹ California, Colorado, Kansas, Maryland, Massachusetts, Montana, New Hampshire, New Mexico, New York and Washington laws limit reporting to 7 years. Prior to June 10, 2015, Nevada law limited reporting to 7 years. Beginning June 10, 2015, Nevada reporting is limited to 10 years.

² New York provided as a statewide search.

³ Unavailable in Washington and Pennsylvania.

Background Screening Scoring

An accumulation of 25 points results in disqualification.

ISSUE	POINTS
Arson	25
Misdemeanor Assault	15
Felony Assault	25
Misdemeanor Battery	15
Felony Battery	25
Breaking & Entering	25
Burglary	25
Business Activity Without License/Permit	10
Child Neglect	20

Continued

ISSUE	POINTS
Child Unattended in Vehicle	10
Conspiracy	25
Contempt of Court	10
Counterfeiting	25
Credit Card Fraud	25
Crimes Against Children	25
Criminal Mischief	15
Criminal Sexual Conduct	25
Cruelty to Animals	15
Damage to Property	10
Delay or Destruction of Mail or Newspaper	15
Disorderly Conduct	5
Disturbing the Peace	5
Domestic Violence	25
Driving Without License/Suspended/Revoked	15
Drug Abuse (Misdemeanor)	15
Drug Possession (Felony)	20
Drug Possession (Misdemeanor)	15
Drug Sale/Distribution	25
Embezzlement	25
Extortion	25
Failure to Appear	5
Failure to Comply	5
False Police Report	10
Forgery	25
Fraud	25
Harassment	10
Inattention to Driving	8
Incidental Bad Check	3
Indecent Exposure, Lewd and Lascivious Conduct	20
Issuing Bad Check	15
Kidnapping or False Imprisonment	25
Larceny	25
License Falsification	25
Littering	8
Making False Statements (Gov't Official, Officer, Under Oath)	25
Manslaughter	25
Manufacturing Controlled Substance	25
Money Laundering	25
Murder	25
Obscenity	5

Continued

ISSUE	POINTS
Obstructing Justice — Felony	25
Obstructing Justice — Misdemeanor	10
Pet License Violation	3
Possession of Drug Paraphernalia	10
Possession of Open Container	10
Possession (or Use) of Stolen Property	25
Prostitution	25
Providing Alcohol to Minor	12
Public Intoxication	10
Purchase or Sale of a Security	25
Rape	25
Reckless Endangerment	15
Resist Arrest	15
Resisting, Interfering, Obstructing Peace Officer or Government Administration	15
Robbery	25
Sexual Abuse/Sexual Battery	25
Tax Evasion	15
Terrorist Threats	25
Theft	25
Theft by Check	25
Toll Evasion	15
Trespassing	10
Unlawful Drinking (As a Minor)	10
Vandalism	10
Violation of Protection Order	10
Warrant for Arrest	25
Weapons	20
Driving Left of Center	3
Driving on the Wrong Side of the Road	4
Driving the Wrong Way on a One-Way Street	4
Driving Too Fast for Conditions	3
DUI or Driving with an Open Container	20
Failure to Follow Instructions of a Police Officer	4
Failure to Keep in the Proper Lane	2
Failure to Maintain Control of Vehicle	5
Failure to Obey Stop Sign	3
Failure to Obey Traffic Light	4
Failure to Signal Intention to Pass	3
Failure to Yield Right-of-Way	3
Failure to Yield to an Emergency Vehicle	2
Following Too Closely	4

Continued

ISSUE	POINTS
Hazardous Driving	4
Hit and Run (Property Damage)	20
Improper Backing	2
Improper Lane Change	2
Improper Signal or No Signal	2
Improper Turning	2
Leaving the Scene of an Accident (Property Damage)	20
Making, Issuing or Using a False or Invalid Inspection Sticker, Registration or License Plate	15
Non-Moving Violation	2
Passenger Safety Violation	2
Passing a Stopped School Bus	12
Passing Violations	3
Reckless Driving	10
Speeding in a School Zone	8
Speeding 1 through 5 mph in excess of speed zone/no mileage	2
Speeding 6 through 15 mph in excess of speed zone	3
Speeding 16 through 25 mph in excess of speed zone	5
Speeding 26 through 35 mph in excess of speed zone	8
Speeding 36 through 45 mph in excess of speed zone	12
Speeding 46 mph and above in excess of speed zone	15
Unauthorized Signs and Signals	10

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