



# Notary Signing Agent Background Screening Standards

## 10-Year Search of Criminal Records<sup>1</sup>

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

County Criminal Court Search<sup>2</sup> — tabulated per scoring grid

Motor Vehicle Records<sup>3</sup> — 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

<sup>1</sup> 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.

<sup>2</sup> New York provided as a statewide search.

<sup>3</sup> Unavailable in Washington and Pennsylvania.

## Background Screening Scoring

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An accumulation of 25 points results in disqualification.

ISSUE	POINTS
Arson	25
Assault - up to and including Misdemeanor	15
Assault - Felony	25
Battery - up to and including Misdemeanor	15
Battery - Felony	25
Breaking & Entering	25
Burglary	25
Business Activity Without License/Permit - up to and including Misdemeanor	10
Business Activity Without License/Permit - Felony	25

*Continued*

<b>ISSUE</b>	<b>POINTS</b>
Child Neglect - up to and including Misdemeanor	20
Child Neglect - Felony	25
Child Unattended in Vehicle - up to and including Misdemeanor	10
Child Unattended in Vehicle - Felony	25
Conspiracy	25
Contempt of Court - up to and including Misdemeanor	10
Contempt of Court - Felony	25
Counterfeiting	25
Credit Card Fraud	25
Crimes Against Children	25
Criminal Mischief - up to and including Misdemeanor	15
Criminal Mischief - Felony	25
Criminal Sexual Conduct	25
Cruelty to Animals - up to and including Misdemeanor	15
Cruelty to Animals - Felony	25
Damage to Property - up to and including Misdemeanor	10
Damage to Property - Felony	25
Delay or Destruction of Mail or Newspaper - up to and including Misdemeanor	15
Delay or Destruction of Mail or Newspaper - Felony	25
Disorderly Conduct - up to and including Misdemeanor	5
Disorderly Conduct - Felony	25
Disturbing the Peace - up to and including Misdemeanor	5
Disturbing the Peace - Felony	25
Domestic Violence	25
Driving Without License/Suspended/Revoked - up to and including Misdemeanor	15
Driving Without License/Suspended/Revoked - Felony	25
Drug Abuse - up to and including Misdemeanor	15
Drug Abuse - Felony	25
Drug Possession - up to and including Misdemeanor	15
Drug Possession - Felony	25
Drug Sale/Distribution	25
Embezzlement	25
Extortion	25
Failure to Appear - up to and including Misdemeanor	5
Failure to Appear - Felony	25
Failure to Comply - up to and including Misdemeanor	5
Failure to Comply - Felony	25
False Police Report - up to and including Misdemeanor	10
False Police Report - Felony	25
Forgery	25
Fraud	25

*Continued*

<b>ISSUE</b>	<b>POINTS</b>
Harassment/Stalking - up to and including Misdemeanor	15
Harassment/Stalking - Felony	25
Human Smuggling/Trafficking	25
Incidental Bad Check	3
Indecent Exposure, Lews and Lacivious Conduct - up to and including Misdemeanor	20
Indecent Exposure, Lewd and Lacivious Conduct - Felony	25
Issuing Bad Check - up to and including Misdemeanor	15
Issuing Bad Check - Felony	25
Kidnapping or False Imprisonment	25
Larceny	25
License Falsification	25
Littering - up to and including Misdemeanor	8
Littering - Felony	25
Making False Statements (Gov't Official, Officer, Under Oath)	25
Manslaughter	25
Manufacturing Controlled Substance	25
Money Laundering	25
Murder	25
Obscenity - up to and including Misdemeanor	5
Obscenity - Felony	25
Obstructing Justice - up to and including Misdemeanor	10
Obstructing Justice - Felony	25
Pet License Violation	3
Possession of Drug Paraphernalia - up to and including Misdemeanor	10
Possession of Drug Paraphernalia - Felony	25
Possession of Open Container	10
Possession (or Use) of Stolen Property	25
Prostitution	25
Providing Alcohol to a Minor - up to and including Misdemeanor	12
Providing Alcohol to Minor - Felony	25
Public Intoxication	10
Purchase or Sale of a Security	25
Rape	25
Reckless Endangerment - up to and including Misdemeanor	15
Reckless Endangerment - Felony	25
Resisting Arrest - up to and including Misdemeanor	15
Resisting Arrest - Felony	25
Resisting, Interfering, Obstructing Peace Office or Government Administration - up to and including Misdemeanor	15
Resisting, Interfering, Obstructing Peace Office or Government Administration - Felony	25
Robbery	25

*Continued*

<b>ISSUE</b>	<b>POINTS</b>
Sexual Abuse/Sexual Battery	25
Tax Evasion - up to and including Misdemeanor	15
Tax Evasion - Felony	25
Terrorist or Criminal Threats	25
Theft	25
Theft by Check	25
Toll Evasion	15
Trespassing - up to and including Misdemeanor	10
Trespassing - Felony	25
Unlawful Drinking (As a Minor)	10
Vandalism - up to and including Misdemeanor	10
Vandalism - Felony	25
Violation of Protection Order - up to and including Misdemeanor	10
Violation of Protection Order - Felony	25
Warrant for Arrest	25
Weapons - up to and including Misdemeanor	20
Weapons - Felony	25
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 - up to and including Misdemeanor	20
DUI or Driving with an Open Container - Felony	25
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
Hazardous or Careless Driving	4
Hit and Run (Property Damage) - up to and including Misdemeanor	20
Hit and Run (Property Damage) - Felony	25
Improper Backing	2
Improper Lane Change	2
Improper Signal or No Signal	2
Improper Turning	2
Inattention to Driving	8

*Continued*

<b>ISSUE</b>	<b>POINTS</b>
Leaving the Scene of an Accident (Property Damage) - up to and including Misdemeanor	20
Leaving the Scene of an Accident (Property Damage) - Felony	25
Making, Issuing or Using a False or Invalid Inspection Sticker, Registration or License Plate - up to and including Misdemeanor	15
Making, Issuing or Using a False or Invalid Inspection Sticker, Registration or License Plate - Felony	25
Non-Moving Violation	2
Passenger Safety Violation	2
Passing a Stopped School Bus	12
Passing Violations	3
Reckless Driving - up to and including Misdemeanor	10
Reckless Driving - Felony	25
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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