



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 Search^{2,3} — tabulated per scoring grid

Motor Vehicle Records^{2,4} — tabulated per scoring grid

National Sex Offender — automatic disqualification

Nationwide Criminal Database — tabulated per scoring grid

Federal District Court Search² — 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 Deferred adjudication and pretrial diversion charges are scored until all terms/requirements specified by the court are satisfied. Once terms/requirements (e.g. probation, anger management classes, fines, etc.) of deferred adjudication or pretrial diversion are satisfied, the charges will no longer be reported. Other terms used to describe these types of cases are, but not limited to, the following: Accelerated Rehabilitative Disposition, Accelerated Pretrial Disposition, Adjudication Withheld, Conditional Discharge, Deferred Judgment, Diversion, Misdemeanor Intervention Program, Non-Adjudication of Guilt – Agreed Plea, PTI (Pretrial Intervention) Admission, Responsible, STET.

3 New York and Michigan provided as a statewide search.

4 Unavailable in Washington and Pennsylvania.

Background Screening Scoring

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

Continued

ISSUE	POINTS
Burglary	25
Business Activity Without License/Permit - up to and including Misdemeanor	10
Business Activity Without License/Permit - Felony	25
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/Wrongful Appropriation - up to and including Misdemeanor	10
Damage to Property/Wrongful Appropriation - 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

Continued

ISSUE	POINTS
False Police Report - Felony	25
Forgery	25
Fraud	25
Harassment/Stalking - up to and including Misdemeanor	15
Harassment/Stalking - Felony	25
Human Smuggling/Trafficking	25
Incidental Bad Check	3
Indecent Exposure, Lewd 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, including False Imprisonment or Unlawful Restraint	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
Organized Criminal Activity	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 a Minor - Felony	25
Public Intoxication	10
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

Continued

ISSUE	POINTS
Resisting, Interfering, Obstructing Peace Officer or Government Administration - up to and including Misdemeanor	15
Resisting, Interfering, Obstructing Peace Officer or Government Administration - Felony	25
Robbery	25
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
Unlawful Purchase or Sale of a Security	25
Vandalism - up to and including Misdemeanor	10
Vandalism - Felony	25
Violation of Notary Duties - up to and including Misdemeanor	15
Violation of Notary Duties - 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
Other Misdemeanor Convictions	10
Other Felony Convictions	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
Driving with an Open Container - up to and including Misdemeanor	15
Driving with an Open Container - Felony	25
DUI - up to and including Misdemeanor	20
DUI - 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

Continued

ISSUE	POINTS
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
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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