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# How to Order Background Screens on the Quick Search (QS) Platform

## STEP 1 - Have you Applicant/Employee fill out the Disclosure (FCRA1) and Authorization (FCRA2) form.

Our Sample FCRA forms are available on the Quick Search (QS) Home page under the 'My Account> Profile> My Documents' section. Please be advised that Disclosure/Authorization forms are an Employer's prerogative, and you should consult your Legal team for more information.

**Disclosure Regarding Consumer Reports**

Please be advised that Quick Search is a consumer reporting agency, and on behalf of my company \_\_\_\_\_, in connection with inclusion in a prospective vendor network, Quick Search will obtain one or more consumer reports or investigative consumer reports (or both) about you for the purposes of evaluating you for potential inclusion in the vendor network. Such reports may include criminal background checks and other court records, education verification, employment verification, motor vehicle records, credit history, right to work, address history, and may include other matters concerning your character, general reputation, personal characteristics, and mode of living.

These consumer reports may also include investigative consumer reports, including information obtained through personal interviews with your neighbors, friends, or associates and concerning your character, general reputation, personal characteristics, and mode of living. You have the right to submit a written request to Quick Search for additional disclosure concerning the nature and scope of the investigation requested.

You may request additional information about your background report by oral, written or electronic means. Quick Search has trained personnel available to explain your file to you, including any coded information. You can contact Quick Search at 214-358-2880, 10228 E Northwest Highway Suite 69, Dallas, TX 75238, or email at [customerservice@quicksearch.com](mailto:customerservice@quicksearch.com). You have the right to obtain a complete and accurate copy of the completed report which properly reflects the nature and scope of the investigation performed. A summary of your rights under the Fair Credit Reporting Act (FCRA) is also being provided to you. Information regarding Quick Search's privacy practices can be found at [www.quicksearch.com](http://www.quicksearch.com).



**TO BE COMPLETED BY APPLICANT**  
The Following Information is True And Correct To The Best Of My Knowledge And Is Used For Identification And Investigative Purposes Only.  
PLEASE USE AN INK PEN AND PRINT CLEARLY. USE "UPPER CASE" LETTERS. ONE LETTER PER BLOCK.

Last Name																									
First Name																									
Middle Name																									
Previous Name 1													Nickname												
Previous Name 2													Dates Applicable												
Previous Name 3													Dates Applicable												
Date of Birth													Dates Applicable												
SSN Number																									
Driver's License Number													State Issued												
Cell Phone																									
Home Phone																									
Email Address																									

Signature \_\_\_\_\_ Date \_\_\_\_\_



Email Address																								
Relationship																								
Reference 3 Name																								
City / State																								
Phone																								
Email Address																								
Relationship																								

The above information is hereby sworn to be true and accurate to the best of my knowledge. I understand that I may be contacted by Quick Search to clarify any and all information provided. I understand that my information is confidential as per the Quick Search Privacy Policy and is gathered on this form solely for investigative purposes. I affirm these statements by initiating here \_\_\_\_\_

The best method to communicate with me for any clarification required is: \_\_\_\_\_

### Authorization for Background Investigation

I acknowledge receipt of the Disclosure and I certify that the information I provided on this application is true and accurate to the best of my knowledge. I hereby consent to have a background investigation made relating to statements made on my application, and consent to have such information reported to Quick Search, the prospective vendor or current vendor at any time after receipt of this authorization and throughout assignment with the vendor network, if applicable. I also agree to give any further information which may be required in reference to my past record. I also authorize and request every person, firm, credit bureau, company, corporation, governmental agency, court, financial institutions, employer, police department, motor vehicle department, workers compensation agency, licensing agency, schools, colleges, universities, and any other association or institution having control of any documents, records and other information pertaining to me, to furnish to Quick Search records, employment records, including documents, records, files containing charges or complaints filed against me, formal or informal, pending or closed, or any other pertinent data, and to permit Quick Search, or its agents to inspect and make copies of such documents, records and other information. I further authorize Quick Search to furnish interested employer(s) and their authorized agents and vendor networks in report relating to statements I made in this application. I understand that the information requested is for the use by my Company and may be re-disclosed to the vendor networks of: \_\_\_\_\_

If I am selected as a contractor within the vendor network or retained, this authorization shall remain on file and shall serve as ongoing authorization for Quick Search to procure consumer reports, including investigative reports, for lawful purposes at any time during my assignment period.

I also agree that this Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of Quick Search and the prospective vendor or current vendor. As evidenced by my signature below on this application, I assert my clear understanding and agreement that any and all results from the Background Investigation initiated based upon this application may be shared with Quick Search and my prospective or current vendor partnership. You may contact Quick Search at 214-358-2880 or email at [customerservice@quicksearch.com](mailto:customerservice@quicksearch.com). A summary of your rights under the Federal Credit Reporting Act (FCRA) is attached.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_

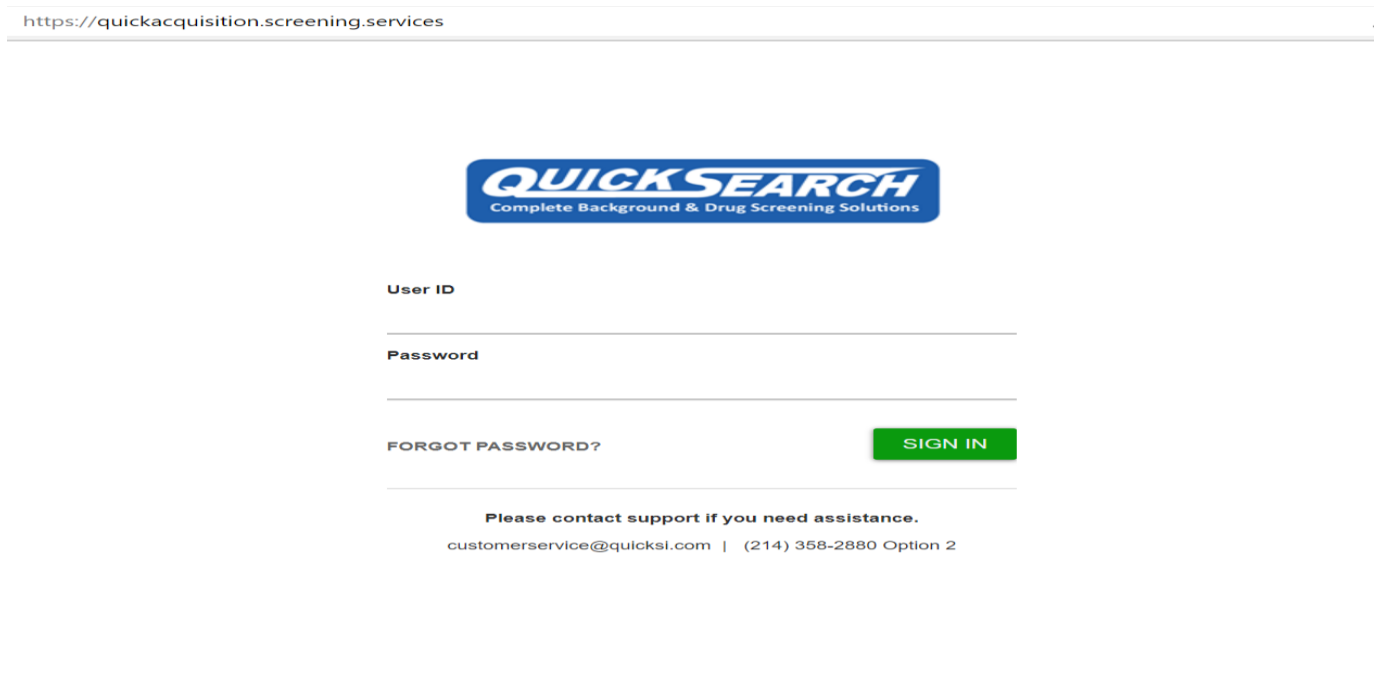
## STEP 2 - Scan and save the form to your Desktop/Laptop etc before you are ready to order the background check on the QS platform.

### STEP 3 - Log into the Quick Search platform using your User id and Password.

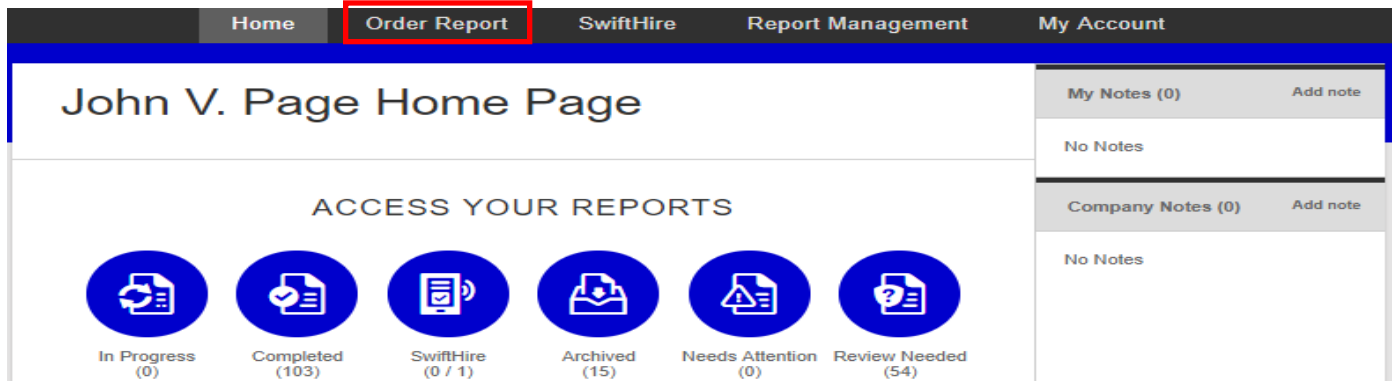
The **User id** and **Password** are provided to you by our Account Provisioning team at the time of your account setup or user addition. You can either click on the **Forgot Password** option or contact our Customer Service team should you need help with resetting your password or need navigational assistance.

**Note:** Your Password expires every **60 days** and if you intend to add our website to your **Bookmarks/Favorites** then please ensure to remove it/add it again every 60 days as they may not have the latest security patches updated by QS.

<https://quickacquisition.screening.services/>



### STEP 4 – Click the Order Report option on the Quick Search Home Page.



**STEP 5 - Complete all the given fields (Full Name, Address, DOB, and SSN), then click on 'Upload Document(s) for this Applicant'.**

**Applicant: Create Profile**

Last | First

Middle

Street Address

City | ST | Zip Code

DOB: mm/dd/yyyy

Social - Security - Number

Phone

+ Additional Names to Search

+ Additional Addresses to Search

**Upload Document(s) for this Applicant**

**STEP 6 – The Document Upload window will popup when you click on the [Upload Document\(s\) for this Applicant](#) hyperlink, this is where you would upload the Disclosure (FCRA1) & Authorization(FCRA2) Form etc.**

1. **Title** would be labeled as Disclosure/Authorization etc.
2. **Info** would be left blank.
3. Click on **Choose File** to select the File (Disclosure/Authorization etc) of the Applicant from your Desktop/Laptop etc.
4. Check the **YES** radio box on the **\*Is this a consent?**
5. Click on **Save Document**. Close window and return to your dashboard.

**Document Upload**

Title

Info

File

**\*Is this a consent?**

Choose File | No file chosen

(bmp, csv, doc, docx, gif, jpeg, jpg, pdf, pdfx, png, rtf, txt, tif, tiff)

Yes  No

Save Document

**Current Documents**

	Title	Info	Last Modified	
<input type="checkbox"/>	Test		01/10/2022	<a href="#">view</a>

Delete

**Note:** The 'Upload Document(s) for this Applicant' hyperlink does NOT have an indicator of any documents uploaded to the order. Hence, please view the **Current Documents** section on the **Document Upload Window** for the uploaded documents by you.

### STEP 7 – Getting ready to submit the Background Check Order.

- A. Check the Acknowledgement box that starts with “I hereby certify...”
- B. Select the correct background Package you wish to screen the Applicant with from the ‘Package Selection Drop Down’ and then click on the Select Button.
- C. Click on the ORDER button to place your background order.

I hereby certify that the consumer has already been provided with a written Disclosure and their written Authorization has been obtained, that the appropriate adverse action process will be followed, where applicable, that this consumer report is being obtained for employment purposes, and that the information from the consumer report will not be used in violation of any applicable Federal or State equal employment laws or regulations, all in accordance with the requirements of the federal Fair Credit Reporting Act, 15 U.S.C. §§ 1681 et seq.

Reference Code \_\_\_\_\_  
Email \_\_\_\_\_

#### Criteria: Select Searches

**Package Selection:**

Basic Package - \$44.00 ▼

SELECT

■ Not in order   ■ Needs work   ■ Complete

#### Current Order

**Total Price**  
**\$0.00**

ORDER

SAVE AS DRAFT

VIEW DRAFTS

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SwiftHire Order

**Your order has been placed!**

**Note:** The average turn-around time to receive a completed background check result is 3 business days. Please contact our Customer Service Team at 214-358-2880 Option 2 should you have any questions around the status of a background check or need assistance with navigation on the Quick Search platform. Thank you for choosing Quick Search!

## [How to View a Background Search/Report & Understanding the Statuses](#)

**Step 1: On the QS Home page, click on In Progress option or the Report Management tab.**

HomeOrder ReportSwiftHireReport ManagementMy Account

## John V. Page Home Page

### ACCESS YOUR REPORTS

In Progress (0)Completed (103)SwiftHire (0 / 1)Archived (15)Needs Attention (0)Review Needed (54)

My Notes (0)   Add note

No Notes

Company Notes (0)   Add note

No Notes

**Step 2: Click on the “In Progress” icon on the Home Screen or the “Report Management” tab to see a list of pending reports.**

Click on the subject’s name to see the detailed applicant view.

**Ice, Robert**

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SSN: 301-42-\*\*\*\*  
DOB: 05/05/\*\*\*\*  
Email:  
jvpage@quicksi.com

Ordered: 04-03-2017  
**Complete**

4 of 4 Completed

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REPORT ACTIONS

<p><b>VIEW</b> view reports print report mark unread archive this report</p>	<p><b>SEND</b> e-mail report</p>	<p><b>ORDER</b> order more re-screen this applicant</p>	<p><b>OTHER</b> upload document(s) for this report</p>
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VIEW DOCUMENTS

Search Types	Done
<p><a href="#">County Criminal Record Search Fel &amp; Misd - Hays, Texas</a> <input checked="" type="checkbox"/></p> <p>National Criminal / Sex &amp; Violent Offender Search - National  <input checked="" type="checkbox"/></p> <p>SSN Address Trace <input checked="" type="checkbox"/></p> <p>Motor Vehicle Record (Instant/Non-Instant) - Texas (license) <input checked="" type="checkbox"/></p>	<p><b>County Criminal Record Search Fel &amp; Misd</b> Details: Hays, Texas <b>Complete - Record</b></p>
<p>County Criminal Record Search Fel &amp; Misd Documents <span style="float: right;">Add doc</span></p>	<p>County Criminal Record Search Fel &amp; Misd (My Notes) <span style="float: right;">Add note</span></p> <hr/> <p>Approved By Quality Assurance Department - 04/03/2017</p> <hr/> <p>Sent to Quality Assurance Department - 04/03/2017</p>
<p>No Documents</p>	

On this screen, you can:

- 1) See the status of each part of the report: Completed searches are marked with a check mark. Searches with Records or Possible Records are marked with a yellow magnifying glass. If any notes from the researcher, including ETA’s, have been entered, they will be marked with the blue bubble and appear in the notes section at the bottom of the screen.
- 2) Instant searches, and 99% of other searches, are completed in less than 72 business hours. You may check IN PROGRESS in the system to see reports that need completion.

Once completed, the report is sent to the client.

**View, Print, Archive, Email Reports**

Enter first or last name in Quick Find feature at top of screen and name will come up in report management window. Click on name, then click on view report options under DOB. Then click on option that you require. To copy a report to another system, use PRIMO PDF or similar PDF converter to create PDF of report.

**Generate Pre-Adverse or Adverse Action Letter**

Enter name in Quick Find feature and bring up name in “Report Management” tab, click on name, click on view report options. Hit order more, go down to order individual searches under your package and hit submit, then choose pre-adverse or adverse action letter. The letter will be emailed to you or can be pulled up in the system. Copy letter and put on your company’s letterhead.

## Key Quick Search Contacts

Contact	Phone	Email
Customer Service Team	214-358-2880 Option 2	<a href="mailto:Customerservice@quicksi.com">Customerservice@quicksi.com</a>
Accounting/Billing Team	214-358-2880 Option 4	<a href="mailto:Accounting@quicksi.com">Accounting@quicksi.com</a>
Account Manager: Shaikh Hussain	321-251-3032 - Direct Line	<a href="mailto:Shussain@quicksi.com">Shussain@quicksi.com</a>
Background Check Disputes	214-358-2880 Option 5	<a href="mailto:Customerservice@quicksi.com">Customerservice@quicksi.com</a>