Acceptable Documentation – Domestic Verifications

Scope

This document outlines the various documents that HireRight can accept as proof of employment. HireRight requires candidate employment documents to contain candidate name, company name (and affiliation explanation where applicable) and a date reference. All documentation received must be an acceptable form per HireRight standards. The documents on file do not meet one or more of these requirements and are considered unacceptable.

Acceptable Forms of Documentation – Employment Products

- The employer name must match exactly
- If the employer names do not match, there must be confirmation as to how the employers are related.
- The dates of the employer must match what is submitted in the background check application.
- Acceptable documentation must have the following
  - Name of applicant
  - Name of employer
  - Date(s)

- 944 Federal Tax Form prepared by a third party with the signature page
- 1042-S Form
- Business Checks as long as the business name is on the check and written out to the applicant
- Certificate of Salary Status
- Commission Checks that have been prepared by the employer and are not handwritten
- Copies of Online Paycheck Stubs
- Civilian Leave and Earning Statements
- Direct Deposit Slips issued from employer
- Employee profile printouts

- Employee profile Printout Example II
- EODS/EDOS/EDDS IW-2 form
- IRS Transcripts
- Itemized Commissions Sales Check Stub
- Itemized Statements of Earnings from Social Security Administration which includes the employer name on the document
- Itemized W2 form
- Labor Code documentation (needs to be signed and dated by employer)
- Notification of Personnel Action Forms specifically the ones for hiring or termination (Separation Report, Separation Letter)
    - ❖ Please note that in order for this type of document to be accepted and used the following items must be clearly visible on the document received: Full form in its entirety, Applicant Name, Employer Name, Date(s) and an official state seal and/or authorized form preparer's signature

- Note of Personnel Action form - Example II
- Paycheck Stub
- Screenshots / Cell phone screenshots (unless fields are free text, etc. – then unacceptable)
- Severance Information Sheet
- Statements of Earnings
- UBER Payment Statements
- W2s
    - W2s Wage and Tax Statements from the Internal Revenue Service Included
    - When W2s are received, three things must be clearly visible and decipherable before the documentation can be applied; the applicant's name, the name of the company that issued the document, and the year the document was issued. If any of the three are missing and/or indecipherable, the document cannot be used to verify employment.
- W2 CG Form (W2's issued to Coast Guards)
- Work History Report from SSA office

Acceptable Forms of Documentation – Self Employment Only

- The dates of the employer must match what is submitted in the background check application
- For date discrepancies the applicant must be contacted to see if any other documentation is available
- Acceptable documentation must have the following
    - Name of applicant
    - Name of employer
    - Date(s)

- 1040 Form prepared by a third party with the signature page (typed or physical signature)
- 1042-S Form
- 1065 Form prepared by a third party with the signature page
- 1099 Misc. Form. Cannot be handwritten and must have the applicant's name. If only the business name is provided the business must be linked to the applicant
- 1099K cannot be handwritten and must have the applicant's name. If only the business name is provided the business must be linked to the applicant
- Articles of Incorporation/Certificate of Organization/Certificate of Formation filed by government agency (stamp/seal/acknowledgment with date filing indicates filing)
- Assumed Name Certificates. These are also called Fictitious Names and DBAs (Doing Business As) filed by government agency
- Business Certificate. Handwritten documents are acceptable as long as they are stamped and signed
- Business Checks as long as the business name is on the check and written out to the applicant
- Business Licenses which includes the applicant's name.
- California State Board of Equalization Seller's Permit
- Certificates of Limited Liability Company (LLCs) filed by government agency
- Certificate of Salary Status
- Commission Checks that have been prepared by the employer and are not handwritten.
- Copies of Online Paycheck Stubs
- IRS Transcripts
- Itemized Commissions Sales Check Stub
- Itemized Statements of Earnings from Social Security Administration which includes the employer name on the document
- Itemized W2 form

- K1 Shareholder Share of Income, Deductions, Credits with 3rd party preparer's signature/information
- NYC 202EZ form Unincorporated Business Tax Return for Individuals signed by third party
- Paycheck Stub
- Sales Tax Permit
- Schedule C prepared by a third party with the signature page
- Work History Report from SSA office

Acceptable Forms of Documentation – Military & Civilian Only

- The dates of the employer must match what is submitted in background check application
- For date discrepancies the applicant must be contacted to see if any other documentation is available
- Acceptable documentation must have the following
    - Name of applicant
    - Name of employer
    - Date(s)

- Civilian Leave and Earning Statements
- DD214
- Leave and Earnings Statements
- Member 4 (Military Documentation)
- NGB22
- Notification of Personnel Action Forms specifically the ones for hiring or termination (Separation Report, Separation Letter)
    - Please note that in order for this type of document to be accepted and used the following items must be clearly visible on the document received: Full form in its entirety, Applicant Name, Employer Name, Date(s) and an official state seal and/or authorized form preparer's signature

- Note of Personnel Action form - Example II
- W2 CG Form (W2's issued to Coast Guards)

Acceptable Forms of Documentation – Education Only

- Cannot be accepted at face value to verify a request but may speed up the process in completing a direct verification with the school
- Documentation can be used for major discrepancy and no records but needs to be sent to school for authentication
- Applicant name and school name must be visible
- Documentation does not need to be an official document, copies are acceptable

- Copy of degree
- School transcripts