

# HIRERIGHT ID CHECK

Validating the identity of a candidate is an important component of a background screening program. HireRight's ID check can help to authenticate an applicant's identity information by checking the government issued identification number provided by the applicant against the name associated with that number to determine if it matches the applicant's name.

## Introduction

Some countries issue identification cards that are required for many purposes. The capability exists in many to perform a check against some form of identification information and, in some cases, a government-issued ID. The purpose of ID Check is to verify that the identification number provided by the applicant is a legitimate number and is associated with the name provided by the applicant (see Compliance Considerations, below).

## Benefits

Not only is ID Check fast and effective, but the information obtained is very reliable given that government records/databases are often the resource used to conduct the verification (see Compliance Considerations, below).

- ✓ **Simple, Effective Validation** – Know who you are bringing into your place of business to work for you.
- ✓ **Improve Validation** – Have greater confidence that the applicant is who they say they are.
- ✓ **Reliable** – Use of government maintained identification databases, where available.

This service should typically be used as a complement to an employer's existing identity verification procedures, as an additional method to verify the identity of the applicant.

## Process

An invitation is sent to the applicant to complete the ID Check form. ID Checks are performed using the applicant's name as provided, along with the identification number information provided. Once the form is completed and returned to HireRight, and subject to any country-specific requirements or limitations (see Compliance Considerations, below), the applicant name will be compared to the provided identification number. After the search is completed, HireRight will enter the results obtained into the Screening Report in the HireRight system and the sub-request will be closed.

## Results

- **Identification Information:** Full name, date of birth, identification number
- **Possible Outcomes:** Match found, match not found, no report provided by the source

## Considerations

Verification methodology and available results may vary on a country-by-country basis from the general description provided above based on local availability and compliance restrictions, Some countries have additional, specific requirements that must be satisfied before HireRight can conduct the search. In China, for example, a Chinese character signature consent form is required. .

HireRight may use third party providers (who may be located in the European Economic Area or elsewhere) to conduct the ID Check search, and may transfer the applicant identification information to such third parties for the purpose of conducting the search.

ID Check is not available in all countries. ID Check should not be ordered where either requesting the applicant's government issued ID or HireRight's procurement or provision of the ID Check service is unlawful (in the relevant jurisdiction(s)), unfair, irrelevant or excessive as to the subject applicant.

## Learning More

For more information about HireRight services, call us at 800.400.2761 in the U.S. and Canada or +1 949.428.5800 worldwide or visit us online at [www.hireright.com](http://www.hireright.com).

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