



**Missouri Petroleum Marketers
& Convenience Store Association**

205 East Capitol Avenue, Suite 200
Jefferson City, Missouri 65101
Phone: 573.635.7117 • Fax: 573.635.3575
www.mPCA.org



1002 Diamond Ridge • Jefferson City Missouri 65109
Phone: 573-893-7500 / 1-800-475-6703 • Fax: 573-893-7211
www.accudataservices.com

ACCUDATA'S XPERT ONLINE PLATFORM

AN MPCA MEMBER SERVICE PROGRAM

The Missouri Petroleum Marketers and Convenience Store Association (MPCA) is pleased to offer an online platform for conducting a variety of background checks with information that is customized to meet the needs of our members.

MPCA has partnered with Accudata Credit Systems (Accudata) to offer a wide variety of services with online access. **Accudata's Xpert Online Platform** is designed to deliver Multi-State Criminal Record Reports, Social Security Number Verification, Liquor and Business License Reports, Motor Vehicle Reports and Commercial and Consumer Credit Reports.

This partnership also allows MPCA members the advantage of "volume pricing" for these services at below market rates.

ABOUT ACCUDATA CREDIT SYSTEMS

Accudata Credit Systems is based in Jefferson City, Missouri and has been providing commercial and consumer data information since 1926. Accudata is the system administrator and provides a call center to offer additional assistance and guidance to MPCA members.

SERVICES & PRICING

A complete list of services, including detailed descriptions and pricing is included in this document. Please use this document as a practical guide to assist you in selecting the various services your company may elect to utilize.

MEMBER SERVICE APPLICATION

The Accudata Member Service Application can be found online at www.mPCA.org. On the right hand side of the main screen, just click to access the PDF document.

WHAT YOU NEED TO DO TO GET STARTED

- 1.) Review the service descriptions included in this document to determine the various services your company is interested in utilizing.
- 2.) Complete and fax the "Accudata Application for Member Service" to **Accudata** at 573.893.7211. Upon receipt of this document, Accudata will send you an email confirmation which will include instructions for online processing and your online access codes.

QUESTIONS?

MPCA and ACCUDATA will be happy to answer your questions regarding this member service program. Please contact Kevin Thompson at Accudata at 800.475.6703 or via email at KThompson@AccudataServices.com or contact MPCA at 573.635.7117, ext. 10.

Thank you for your participation in this MPCA Member Service Program.



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- CRIMINAL RECORD REPORTS • SOCIAL SECURITY NUMBER VERIFICATION
• LIQUOR AND BUSINESS LICENSE REPORTS • MOTOR VEHICLE REPORTS •
COMMERCIAL CREDIT REPORTS • CONSUMER CREDIT REPORTS

MPCA works in partnership with **Accudata's Xpert Online Platform** to offer the services listed below for pre-employment screening services, background screenings for liquor and business licenses, motor vehicle reports and business or consumer credit reports.

This document is provided as a practical guide to assist you in selecting the various services your company may elect to utilize.

QUESTIONS? Just call MPCA at 573.635.7117 or ACCUDATA at 800.475.6703

Thank you for your interest and participation in this MPCA Member Service Program.

Pre-Employment Screening Services	Results Returned	Member Cost
<p>45-State Dept. of Corrections (DOC) Criminal Record Report – Recommended by MPCA.</p> <p>When To Use. MPCA recommends this pre-employment screening tool for most of your c-store & administrative hiring needs since it provides the most information for your investment of time and money.</p> <p>Description. This 45-State report includes access to the Department of Corrections Criminal Record Database which verifies if an applicant is currently or has previously been under the supervision of a state correctional facility. This report provides felony and misdemeanor convictions for any of the covered 45 states for the past seven (7) years. <i>Excludes: CO, DE, MA, WV & SD.</i></p> <p><i>This search also includes data from: Nationwide Terrorist & Sexual Predator Registry (50 state); FBI Most Wanted; US Marshals; DEA; ATF; Customs; US Secret Service; America's Most Wanted & Office of Foreign Assets Control, U.S. Dept. of the Treasury.</i></p> <p>Code = 45 STATE DOC</p> <p>Recommended Additional Services. MPCA recommends using this option which verifies an applicant's Social Security Number (see description below) before running a 45-State DOC Report.</p> <p>Code = 45 STATE DOC/SS# SEARCH</p>	1 – 2 hours	\$ 19.00 per search Add'l \$ 8.00 per search
<p>Missouri Dept. of Corrections (DOC) Criminal Record Report.</p> <p>When To Use. This is MPCA's second choice pre-employment screening tool for most of your c-store & administrative hiring needs since it provides the most information for your investment of time and money.</p> <p>Description. This Missouri-only report includes criminal record information from every county within the state of Missouri, including felony and misdemeanor convictions for the past seven (7) years.</p> <p><i>Access to the Dept. of Corrections Criminal Record Database verifies if an applicant is currently or has previously been under the supervision of a state correctional facility. This search also includes data from: Missouri Sex Offender Data; Nationwide Terrorist & Sexual Predator Registry (50 state); FBI Most Wanted; US Marshals; DEA; ATF; Customs; US Secret Service; America's Most Wanted & Office of Foreign Assets Control, U.S. Dept. of the Treasury.</i></p> <p>Code = MO DOC</p> <p>Recommended Additional Services. MPCA recommends using this option which verifies an applicant's Social Security Number (see description below) before running a Missouri-only DOC Report.</p> <p>Code = MO STATE DOC/SS# SEARCH</p>	1 – 2 hours	\$ 10.00 per search Add'l \$ 8.00 per search

continued

<p>Missouri State Highway Patrol (MSHP) Criminal Record Report. When To Use. This is MPCA's third choice pre-employment screening tool, the only pre-employment screening tool MPCA offered in the past. Still a good option, but MPCA recommends the DOC pre-employment options detailed above. Description. This Missouri-only report from the MSHP includes criminal record information from every county within the state of Missouri, including felony and misdemeanor convictions. Code = MSHP Recommended Additional Services. MPCA recommends using this option which verifies an applicant's Social Security Number (see description below) before running a Missouri-only DOC Report. Code = MSHP/SS# SEARCH</p>	24 hours	\$ 17.00 per search Add'l \$ 8.00 per search
<p>Social Security Number Verification Report. When To Use. This tool should be used in conjunction with the DOC & MSHP pre-employment screening tools detailed above or in rare cases as a stand alone pre-employment screening tool. Description. This report is useful as a screening tool to verify an applicant's identity or identify fraudulent data. The report will return identification information for up to four files (current and 3 former addresses and/or aka's) that include the social security number you enter. SSN is the only required field. Code = SOCIAL SECURITY NUMBER SEARCH</p>	20 minutes	\$ 8.00 per search
<p>Comprehensive Screening Report For Managers & Professionals – Recommended by MPCA. When To Use. MPCA recommends this comprehensive pre-employment screening tool when hiring store managers and upper level management. Description. This pre-employment screening provides critical information for making confident hiring decisions. This report includes: 45-State DOC record, MSHP record and a credit report and public record search. Fraud detection is also included to identify inaccurate personal identification of your applicant. FCRA (Fair Credit Reporting Act), FACTA (Fair and Accurate Credit Transactions Act) and GLB (Gramm-Leach-Bliley Act) compliant. Code = PRE-EMPLOY SCREENING REPORT</p>	24 hours	\$ 55.00 per search
Background Screening for Liquor & Business Licenses		
<p>Missouri State Highway Patrol (MSHP) Mandated Background Report. When To Use. When seeking liquor and business licenses. Description. This Missouri-only Report from the MSHP includes criminal record information from every county within the state of Missouri. A "hard copy" of this report will be forwarded to your company for municipality and licensing purposes. Must cite the state or federal statute mandating the search. Code = MSHP MANDATED</p>	24 hours, plus mail time	\$ 17.00 per search
Motor Vehicle/Drivers License Reports		
<p>Motor Vehicle/Drivers License Reports. When To Use. For both pre-employment screening and annual review purposes. Description. This report includes a detailed history of motor vehicle violations, suspensions, and other information about a person's driving history. Code = MOTOR VEHICLE/DRIVERS LICENSE RECORD</p>	24 to 48 hours	\$ 18.00 per search
Credit Reports		
<p>Commercial Business Credit Report. When To Use. For commercial and business dealings with large risk. Description. This report includes a business credit report, public record search and Uniform Commercial Code (UCC) filings which allow the creditor to determine the "legitimate value" of the underlying assets that are being used to secure the loan and/or credit being extended. Code = BUSINESS CREDIT REPORT</p>	Instant	\$ 45.00 per search
<p>Consumer Credit Report. When To Use. For commercial and business dealings to reduce delinquency and charge-offs. Provides in-depth decision support that speeds the credit granting process. Description. This nationwide report includes detailed consumer credit information, financial liabilities, collection activity, public record search and credit score and is formatted for commercial business use. Code = CONSUMER CREDIT REPORT</p>	Instant	\$ 10.00 per search