



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](http://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](http://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. Accudata has also recently added 3 new services specifically geared toward the Petroleum Marketing & Convenience Store industries that provide more in-depth screening and monitoring.

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.

### SERVICE DESCRIPTIONS

A complete list of services, including detailed descriptions 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.

### PRICING

Just call Accudata at 800.475.6703 or MPCA at 573.635.7117 for a complete price list.

### MEMBER SERVICE APPLICATION

The Accudata Member Service Application can be found online at [www.mPCA.org](http://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](mailto: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 to offer the services listed below for pre-employment screenings, background screenings for liquor and business licenses, motor vehicle reports and business or consumer credit reports.

Accudata has recently added 3 new services specifically geared toward the Petroleum Marketing & Convenience Store industries that provide more in-depth screening and monitoring.

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 ACCUDATA at 800.475.6703 or MPCA at 573.635.7117**

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

Petro-Screen <i>New!</i>	Results
<p><b>Petro-Screen</b></p> <p><b>When to Use.</b> To help ensure your current employees continue to maintain a clear criminal record to meet state alcohol licensing requirements and company HR Policies.</p> <p><b>Description.</b> Petro-Screen provides critical employee background information to help protect your business. This screening system provides access to state-by-state criminal record databases, DMV history and optional social security number validation which delivers a comprehensive vetting process.</p>	Varies
Fleet Alert <i>New!</i>	Results
<p><b>Fleet Alert Tracking System</b></p> <p><b>When to Use.</b> To help ensure your current employee drivers are in compliance with your company policies and with state laws and regulations.</p> <p><b>Description.</b> Fleet Alert lets you know of any new driving violations, DUI convictions, license suspensions, cancellations, revocations and approaching license renewal dates. This screening system automatically checks, tracks, organizes and pinpoints important driving record notifications.</p>	Varies
<b>Yearly Driver Data Enrollment</b>	
<b>Monthly Monitoring Fee Per Driver</b>	
<b>Anniversary MVR Per Driver</b>	
Annual Background Checks <i>New!</i>	Results
<p><b>Annual Background Checks</b></p> <p><b>When to Use.</b> Contact Accudata to implement an annual screening system for your current employees.</p> <p><b>Description.</b> Annual Background Checks help to ensure that current employees continue to maintain a clear criminal record to meet state alcohol licensing requirements and company HR policies.</p>	Varies

Pre-Employment Screening Services	Results
<p><b>45-State Dept. of Corrections (DOC) Criminal Record Report – Recommended by MPCA.</b></p> <p><b>When To Use.</b> MPCA recommends this pre-employment screening tool for most of your c-store &amp; administrative hiring needs since it provides the most information for your investment of time and money.</p> <p><b>Description.</b> 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 &amp; SD.</i></p> <p><i>This search also includes data from: Nationwide Terrorist &amp; Sexual Predator Registry (50 state); FBI Most Wanted; US Marshals; DEA; ATF; Customs; US Secret Service; America's Most Wanted &amp; Office of Foreign Assets Control, U.S. Dept. of the Treasury.</i></p> <p><b>Code = 45 STATE DOC</b></p> <p><b>Recommended Additional Services.</b> 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><b>Code = 45 STATE DOC/SS# SEARCH</b></p>	1 – 2 hours
<p><b>Missouri Dept. of Corrections (DOC) Criminal Record Report.</b></p> <p><b>When To Use.</b> This is MPCA's second choice pre-employment screening tool for most of your c-store &amp; administrative hiring needs since it provides the most information for your investment of time and money.</p> <p><b>Description.</b> 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 &amp; Sexual Predator Registry (50 state); FBI Most Wanted; US Marshals; DEA; ATF; Customs; US Secret Service; America's Most Wanted &amp; Office of Foreign Assets Control, U.S. Dept. of the Treasury.</i></p> <p><b>Code = MO DOC</b></p> <p><b>Recommended Additional Services.</b> 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><b>Code = MO STATE DOC/SS# SEARCH</b></p>	1 – 2 hours
<p><b>Missouri State Highway Patrol (MSHP) Criminal Record Report.</b></p> <p><b>When To Use.</b> 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.</p> <p><b>Description.</b> This Missouri-only report from the MSHP includes criminal record information from every county within the state of Missouri, including felony and misdemeanor convictions.</p> <p><b>Code = MSHP</b></p> <p><b>Recommended Additional Services.</b> 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><b>Code = MSHP/SS# SEARCH</b></p>	24 hours
<p><b>Social Security Number Verification Report.</b></p> <p><b>When To Use.</b> This tool should be used in conjunction with the DOC &amp; MSHP pre-employment screening tools detailed above or in rare cases as a stand alone pre-employment screening tool.</p> <p><b>Description.</b> 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) for the social security number you enter. SSN is the only required field.</p> <p><b>Code = SOCIAL SECURITY NUMBER SEARCH</b></p>	20 minutes
<p><b>Comprehensive Screening Report For Managers &amp; Professionals – Recommended by MPCA.</b></p> <p><b>When To Use.</b> MPCA recommends this comprehensive pre-employment screening tool when hiring store managers and upper level management.</p> <p><b>Description.</b> 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.</p> <p><b>Code = PRE-EMPLOY SCREENING REPORT</b></p>	24 hours

Background Screening for Liquor & Business Licenses	Results
<p><b>Missouri State Highway Patrol (MSHP) Mandated Background Report.</b></p> <p><b>When To Use.</b> When seeking liquor and business licenses.</p> <p><b>Description.</b> 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.</p> <p><b>Code = MSHP MANDATED</b></p>	<p>24 hours, plus mail time</p>
Motor Vehicle/Drivers License Reports	Results
<p><b>Motor Vehicle/Drivers License Reports.</b></p> <p><b>When To Use.</b> For both pre-employment screening and annual review purposes.</p> <p><b>Description.</b> This report includes a detailed history of motor vehicle violations, suspensions, and other information about a person’s driving history.</p> <p><b>Code = MOTOR VEHICLE/DRIVERS LICENSE RECORD</b></p>	<p>24 to 48 hours</p>
Credit Reports	Results
<p><b>Commercial Business Credit Report.</b></p> <p><b>When To Use.</b> For commercial and business dealings with large risk.</p> <p><b>Description.</b> 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.</p> <p><b>Code = BUSINESS CREDIT REPORT</b></p>	<p>Instant</p>
<p><b>Consumer Credit Report.</b></p> <p><b>When To Use.</b> For commercial and business dealings to reduce delinquency and charge-offs. Provides in-depth decision support that speeds the credit granting process.</p> <p><b>Description.</b> 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.</p> <p><b>Code = CONSUMER CREDIT REPORT</b></p>	<p>Instant</p>

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