

# Professional Background Screening Association Membership Application



Company Name: \_\_\_\_\_

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## Membership Terms and Conditions:

- In becoming an PBSA member, the applicant company and its employees agree to follow the PBSA Code of Conduct, its bylaws, and its policies.
- All company employees are authorized to create an individual member account to access PBSA resources and other membership benefits on [www.thepbsa.org](http://www.thepbsa.org), subject to the PBSA Terms of Use Policy, however, membership does not include sub-contractors and outside consultants.
- The PBSA membership year runs from January 1 to December 31.
- First year membership dues are prorated based on date of application.
  - 1<sup>st</sup> qtr. (Jan-Mar) – 100% of annual dues
  - 2<sup>nd</sup> qtr. (Apr-Jun) – 75% of annual dues
  - 3<sup>rd</sup> qtr. (Jul-Sep) – 50 % of annual dues
  - 4<sup>th</sup> qtr. (Oct-Dec) – 100% of annual dues which includes remainder of the current year and all of following year.
- To maintain membership benefits, renewal dues are payable by January 1 of each year.
- Renewal dues are not prorated.
- Renewal dues are subject to change by approval of the Board of Directors.
- All fees are submitted in US Dollars.
- **Required Membership & Company Information:**
  - Complete membership application and first year's dues.
  - Required Company Information sent to [membership@thepbsa.org](mailto:membership@thepbsa.org) either prior to or immediately following submission of the membership application:
    1. Proof of corporation from the applicable SOS Department or government-issued certificate/registration
    2. If using trade name or dba, trade name registration or assumed name certificate
    3. If not incorporated, a current business license
    4. Company description in a brochure, website screenshot of the company's description or printed on company letterhead stationery.
    5. For US-based CRAs only - A statement that the firm complies with the FCRA, state laws, and other laws affecting employment and tenant related screening on company letterhead stationary and signed by the principal of the company.
- Please allow up to five business days for membership approval. You may be asked for further information prior to membership confirmation.
- PBSA shall have final discretion to determine the appropriate membership category of any applicant or member.
- PBSA further reserves the right to deny membership to entities who are not actively providing background screening products or services and whose business is not directly in support of consumer reporting agencies and their partners.

**If the applicant company was previously an PBSA member, contact PBSA before proceeding.**

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## Applicant Company Information

Company Trade Name or DBA, if applicable: \_\_\_\_\_

Registered/licensed name of company: \_\_\_\_\_

Primary Contact: First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ ST/PRV/Region: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

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Company Name: \_\_\_\_\_

Mailing Address (if different from above:) \_\_\_\_\_

Please select what region your company is **headquartered** in?

- APAC Council     
  Canada Council     
  Europe Council     
  US Council     
  Other

Date of company started: (Please enter date using this format – mm/dd/yyyy): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Is the applicant company a subsidiary of or controlled by any other company or entity?      Yes      No

If yes, please enter parent company name: \_\_\_\_\_

List all current owners\* and senior executives or individuals appointed to vote or hold office\*\* (terms defined below; attach supplement if more room needed):

Name	Position	Email	Phone Number
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____

\* “Owner” means an individual with a direct or indirect ownership interest of at least 10% of the Company.

\*\* “Senior Executive or individual appointed to vote or hold office” means a member of the Board of Directors or similar governing body, or an individual who holds an office with general management duties under the direction of the Board of Directors or similar governing body, including but not limited to the chief executive officer, chief financial officer, chief operations officer, or their equivalents.

If the company’s primary\* business is other than providing screening services, please list these services:

\_\_\_\_\_

\*Primary business is defined as that which generates 50% or more of the company’s gross annual revenue.

How did you hear about us? (select all that apply)

- PBSA member (enter name & company) \_\_\_\_\_ ,  
 Client/RFP requirement,  Internet Search,  Social Media (list platform) \_\_\_\_\_ ,  
 If other-please list: \_\_\_\_\_

Please list other business or professional organizations the applicant company holds current memberships:

\_\_\_\_\_

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## Has the Applicant Company or any owner or principal/officer with decision-making authority

1. Been convicted, whether at trial or by plea, by a court or general court martial of any crime at any time?  
Yes No
2. Been subject to a civil judgment for fraud, misrepresentation, unfair competition, or similar tort, within the last 7 years? Yes No
3. Had a professional membership, license, registration or certification denied, suspended or revoked (other than a lack of minimum qualification or failure of examination)? Yes No
4. Been censured or disciplined by any professional body or organization? Yes No
5. Presently debarred, suspended, proposed for disbarment, or declared ineligible for the award of any contract by any federal, state, or government agency? Yes No
6. Presently charged with any crime or subject to a civil complaint for fraud, misrepresentation, unfair competition, or similar tort? Yes No

## Applicant certifies that its responses to the above questions, including with regard to its owners and senior executives or individuals appointed to vote or hold office are true and complete.

Applicants who have answered “yes” to one or more of the above six questions may provide or be asked to provide additional information regarding nature of the offense, time since the offense, relatedness to the screening profession and evidence of rehabilitation.

### CODE OF CONDUCT:

All Employees of Member Companies shall:

1. Perform professional duties in accordance with the law and the highest moral principles.
  2. Observe the precepts of truthfulness, honesty and integrity.
  3. Be faithful and diligent in discharging professional responsibilities.
  4. Be competent in discharging professional responsibilities.
  5. Safeguard confidential information and exercise due care to prevent its improper disclosure.
  6. Not knowingly comment falsely concerning a colleague’s competence, performance or professional capabilities.
- However, nothing in this code limits a member from engaging in fair, competitive business practices.

### EXPLANATIONS:

#### Individuals shall:

- 1.1 Uphold the law of the land in which the services are rendered and perform all duties in an honorable manner.
- 1.2. Not knowingly become associated in responsibility for work with colleagues who do not conform to the law and these ethical standards.
- 1.3. Be just and respect the rights of others in performing professional responsibilities.

#### Individuals shall:

- 2.1. Disclose all relevant information to those having the right to know.
- 2.2. Define "right to know" as a legally enforceable claim or demand by a person for disclosure of information. Such a right does not depend upon prior knowledge by the person of the existence of the information to be disclosed.
- 2.3. Not knowingly release misleading information nor encourage or otherwise participate in the release of such information.

#### Individuals shall:

- 3.1. Be deemed faithful when fair and steadfast in adherence to promises and commitments.
- 3.2. Be deemed diligent when employing best efforts in an assignment.

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- 3.3. Not act in matters involving conflicts of interest without appropriate disclosure and approval.
- 3.4. Represent services or products fairly and truthfully.

**Individuals shall:**

- 4.1. Be deemed competent who possess and apply the skills and knowledge required for the task.
- 4.2. Not accept a task beyond the member's competence nor shall competence be claimed when not possessed.

**Individuals shall:**

- 5.1. Accept that "due care" requires the professional must not knowingly reveal confidential information, or use a confidence to the disadvantage of the principal or to the advantage of the member or a third person, unless the principal consents after full disclosure of all the facts. This confidentiality continues after the business relationship between the member and his principal has terminated.
- 5.2. Not be bound by confidentiality if they have not agreed to do so. Individuals are not bound by confidential disclosures made of acts or omissions which constitute a violation of the law.
- 5.3. Understand confidential disclosures made by principals are not recognized by law as privileged in a legal proceeding. Individuals may be required to testify in a legal proceeding to the information received in confidence from a principal over the objection of that principal's counsel.
- 5.4. Not disclose confidential information for personal gain without appropriate authorization.

**Individuals shall:**

- 6.1 Not knowingly comment falsely concerning a colleague's competence, performance or professional capabilities.

**Signature:**

I certify that all information provided herein is true and complete to the best of my knowledge and belief. I authorize verification of this information, and release all concerned from any liability in connection therewith. I hereby apply for membership in PBSA and agree to abide by the PBSA Code of Conduct, website Terms of Use, and other PBSA policies as they exist now and in the future. If not, I agree that my membership may not be granted and/or may be terminated at any time.

Full Name of Applicant Company: \_\_\_\_\_

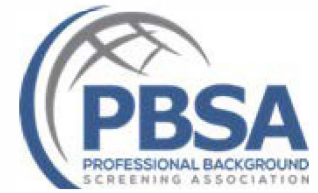
Full Name of Person Authorized to make application: \_\_\_\_\_

Signature of Person Authorized to make application: \_\_\_\_\_

Date: \_\_\_\_\_

**Once the membership application, dues and required company information have been submitted, please allow up to five business days for approval. You may be asked for further information prior to membership confirmation.**

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## PBSA MEMBERSHIP CATEGORIES & DUES STRUCTURE

Read the following qualifications to select the membership category that the applicant company best qualifies for. If you need assistance to determine the correct category, please contact [membership@thepbsa.org](mailto:membership@thepbsa.org) before proceeding. Only correct membership applications will be accepted.

\*All amounts are in US Dollars. All organizations should purchase 1 membership in the geographic region of their headquarters. Individuals may opt into communications or volunteer activities in other regions.

### **PBSA MEMBERSHIP (membership categories below are universal for all councils/geographic regions)**

**REGULAR MEMBER**— Annual Dues are based upon the number of company employees, see below for rate. Regular Member Qualifications: Organizations who are regularly, currently and primarily\* engaged in the business of background screening: (for example a consumer reporting agency (CRA) that is engaged in the business of providing employment and/or tenant background screening services directly to end-users, such as, employers or property managers). \*Primarily means 50 percent or more of gross company revenue.

*Regular Members may vote and hold office.*

*Dues are determined by the total number of company employees. Part-time employees count as one-half and do not include subcontractors or outside consultants. The total number is the actual number of employees, not just those who wish to be listed with PBSA.*

- 12 or fewer – \$700
- 13 to 25 – \$1,400
- 26 to 50 – \$2,050
- 51 to 100 – \$3,700
- 101 to 500 – \$6,200
- 501 to 1000 - \$10,000
- 1,000+ - \$15,000

### **ASSOCIATE MEMBER**

Associate Member Qualifications: Organizations who are secondarily\* engaged in the business of background screening or who provide services integral to Regular members, as defined by the Board of Directors (for example, (a) A company that is a CRA with screening services *that generate less than 50 percent of gross company revenue*, (b) A company that is a supply chain Provider\*\* of services and products to CRAs (consumer reporting agencies) or (c) Combination of the previous.

\*Secondarily means less than 50 percent of gross company revenue.

\*\*Examples of associate members are entities providing services integral to CRAs such as: software, public record researchers, background screening research and data, fingerprinting and drug screening, verification services, and other supply-chain partners to CRAs.

*Associate Members may vote and hold office.*

*Dues are determined by the total number of company employees. Part-time employees count as one-half and do not include subcontractors or outside consultants. The total number is the actual number of employees, not just those who wish to be listed with PBSA.*

- 12 or fewer – \$625
- 13 to 25 – \$750
- 26 to 50 – \$950
- 51 to 100 – \$1,200
- 101 to 500 – \$1,500
- 501 to 1000 - \$1,800
- 1,000+ - \$2,200

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## AFFILIATE MEMBER

Affiliate Member Qualifications: Organizations or individuals that support the purposes of PBSA and professionalism in screening, but, as determined by the Board of Directors, are not primarily or secondarily engaged in the business of background screening and do not provide services integral to Regular members.

**\*\*Examples of Affiliate Members: attorneys, consultants, human resource or security professionals, or insurance carriers.**

*Affiliate Members are not eligible to vote or hold office.*

*Dues are determined by the total number of company employees. Part-time employees count as one-half and do not include subcontractors or outside consultants. The total number is the actual number of employees, not just those who wish to be listed with PBSA.*

- 12 or fewer – \$625
- 13 to 25 – \$750
- 26 to 50 – \$950
- 51 to 100 – \$1,200
- 101 to 500 – \$1,500
- 501 to 1000 - \$1,800
- 1,000+ - \$2,200

***As part of the new membership structure under the 2019 bylaws changes, a single membership allows a member company, and all of their employees, to participate in or receive PBSA communications from any or all PBSA Councils. Please select all Councils the Primary Contact at your organization would like to receive communications from***

APAC Council       Canada Council       Europe Council

***All other employees can make their opt in selections by using their unique login credentials to log in to their MY PBSA account and selecting which Councils they would like to receive communications from under the “personal info” tab.***

**PLEASE NOTE: ONLY THE CORRECT MEMBERSHIP TYPE IS ACCEPTED. IF YOU NEED FURTHER ASSISTANCE, PLEASE CONTACT PBSA BEFORE SUBMITTING. PLEASE ALLOW UP TO FIVE BUSINESS DAYS FOR MEMBERSHIP APPROVAL.**

**Email completed form with required documents to [membership@thepbsa.org](mailto:membership@thepbsa.org).**

MEMBERSHIP TYPE: \_\_\_\_\_ ANNUAL DUES\*: \$ \_\_\_\_\_ USD

\*Dues are prorated based on date of application.

Check Number: \_\_\_\_\_ Make payable to PBSA and mail to: PBSA, 110 Horizon Drive, Suite 210, Raleigh, NC 27615 US

Credit Card:  American Express     Visa     MasterCard     Discover    Billing Postal Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact the Membership Department directly to provide payment information at 919-459-8587.