

Professional Background Screening Association Membership Application



Company Name: _____

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, 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.
 - 1st qtr. (Jan-Mar) – 100% of annual dues
 - 2nd qtr. (Apr-Jun) – 75% of annual dues
 - 3rd qtr. (Jul-Sep) – 50 % of annual dues
 - 4th 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 info@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 stationery 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.

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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- 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 info@thepbsa.org before proceeding. Only correct membership applications will be accepted.

*All amounts are in US Dollars. Effective 2022 Membership Dues – 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.

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

*Dues are prorated based on date of application.

Check Number: _____

Credit Card: American Express Visa MasterCard Discover Billing Postal Code: _____

Credit Card Number: _____ Exp. Date: ____/____/____ Sec. Code: _____

Name on Card: _____ Signature: _____

**Email completed form with required documents to info@thepbsa.org or fax to 1-919-459-2075
or make check (USD) payable to PBSA and mail to:
PBSA, 110 Horizon Drive, Suite 210, Raleigh, NC 27615 US**