

# 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 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 and due in full by January 1 of each year, however, a renewing member will not be considered lapsed until March 1.
- Renewal dues are subject to change by approval of the Board of Directors.
- All fees are submitted in US Dollars.
- **Required Membership & Company Information:**
  - Correct membership application and first year's dues.
  - Required Company Information sent to [info@thepbsa.org](mailto: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 pre-employment and tenant 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 class of any applicant.
- 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:) \_\_\_\_\_

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: \_\_\_\_\_

Owner/Principal Name (if different from above): \_\_\_\_\_

Owner/Principal Title: \_\_\_\_\_ Owner/Principal Email: \_\_\_\_\_

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:

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

- |                                                                                                                                                                               |     |    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1. Been convicted by a court or general court martial or are any criminal charge now pending?                                                                                 | Yes | No |
| 2. 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 |
| 3. Been censured or disciplined by any professional body or organization?                                                                                                     | Yes | No |

### Applicant certifies that neither itself nor any of its principals:

- Are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of any contract by any federal, state or other governmental agency; and
- Have within the last 7 years been convicted of any crime; and
- Have within the last 7 years had a civil judgment for fraud, misrepresentation, unfair competition or similar tort entered against any of them; and
- Are presently indicted, or otherwise criminally or civilly charged by any governmental agency.

Applicants who have answered "yes" to one or more of the above three may 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.

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

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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.
- 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: \_\_\_\_\_

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

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.**

## 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](mailto:info@thepbsa.org) before proceeding. Only correct membership applications will be accepted.

### US MEMBERSHIPS

**REGULAR MEMBER**– Annual Dues are based upon company employee levels, see below for rate.

Regular Member Qualifications: A company that is a consumer reporting agency (CRA) that is primarily\* engaged in the business of providing employment and/or tenant background screening services directly to end-users, such as, employers or landlords. \*Primarily means 50 percent or more of gross company revenue.

*Regular Members can vote and hold office.*

*Employee Levels: Include all company employees. Count each part-time as one-half employee and do not include subcontractors or outside consultants.*

- 12 or less – \$625
- 13 to 25 – \$1,375
- 26 to 50 – \$2,250
- 51 to 100 – \$3,750
- 101 or more – \$7,380

**ASSOCIATE MEMBER** – Annual dues: \$625

Associate Member Qualifications:

- 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 Provider\*\* of services and products to CRAs (consumer reporting agencies).
- C. Combination of A and B

\*\*Examples of Provider services and products: database software, background screening research and data, legal resources, fingerprinting and drug screening, marketing and advertising, consulting, verification services, insurance, onsite inspections and compliance systems.

*Associate Members may vote and hold office.*

**ASSOCIATE COURT RECORD RETRIEVER-COMPANY** – Annual Dues: \$625

Court Record Retriever-Company Qualifications: A company with two or more employees (including owner/proprietor) that is solely devoted to court record research and document retrieval.

*Associate Court Record Retrievers may vote and hold office.*

**ASSOCIATE COURT RECORD RETRIEVER-INDIVIDUAL** – Annual Dues: \$150

Court Record Retriever-Individual Qualifications: An individual or sole proprietor (one-person entity) who is solely devoted to court record research or document retrieval.

*Associate Court Record Retrievers may vote and hold office.*

**AFFILIATE MEMBER** – Annual Dues: \$625

Affiliate Member Qualifications: A company, individual or other entity that is NOT eligible for Regular or Associate Memberships but which support professionalism in background screening and agree to support and comply with PBSA Code of Conduct, its bylaws and policies.

Examples of Affiliate Members: staffing agencies, human resource teams, private investigators or security professionals. (If an

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

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individual or company sells background screening services for employment or tenant screening purposes or if a company sells its services and products to CRAs, then, it does not qualify as an Affiliate Member.)

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

## **APAC COUNCIL MEMBERSHIPS** (Visit website for [complete listing](#) of APAC Council countries)

**APAC REGULAR MEMBER** – Annual Dues: \$750 USD

Regular Member Qualifications: A company that is a consumer reporting agency (CRA) that is primarily\* engaged in the business of providing employment and/or tenant background screening services directly to end-users, such as, employers or landlords. \*Primarily means 50 percent or more of gross company revenue.

*Regular Members can vote and hold office.*

**APAC ASSOCIATE MEMBER** – Annual dues: \$750 USD

Associate Member Qualifications:

- 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 Provider\*\* of services and products to CRAs (consumer reporting agencies).
- C. Combination of A and B

\*\*Examples of Provider services and products: database software, background screening research and data, legal resources, fingerprinting and drug screening, marketing and advertising, consulting, verification services, insurance, onsite inspections and compliance systems.

*Associate Members may vote and hold office.*

**APAC AFFILIATE MEMBER** – Annual Dues: \$300 USD

Affiliate Member Qualifications: A company, individual or other entity that is NOT eligible for Regular or Associate Memberships but which support professionalism in background screening and agree to support and comply with PBSA Code of Conduct, its bylaws and policies.

Examples of Affiliate Members: staffing agencies, human resource teams, private investigators or security professionals. (If an individual or company sells background screening services for employment or tenant screening purposes or if a company sells its services and products to CRAs, then, it does not qualify as an Affiliate Member.)

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

## **CANADA COUNCIL MEMBERSHIPS**

**CANADA REGULAR MEMBER**– Annual Dues are based upon company employee levels, see below for rate.

Regular Member Qualifications: A company that is a consumer reporting agency (CRA) that is primarily\* engaged in the business of providing employment and/or tenant background screening services directly to end-users, such as, employers or landlords. \*Primarily means 50 percent or more of gross company revenue.

*Regular Members can vote and hold office.*

*Employee Levels: Include all company employees. Count each part-time as one-half employee and do not include subcontractors or outside consultants.*

- 12 or less – \$500 USD
- 13 to 50 – \$1,000 USD
- 51 to 100 – \$2,250 USD
- 101 or more – \$2,500 USD

**CANADA ASSOCIATE MEMBER** – Annual dues: \$500 USD

Associate Member Qualifications:

- 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 Provider\*\* of services and products to CRAs (consumer reporting agencies).
- C. Combination of A and B

\*\*Examples of Provider services and products: database software, background screening research and data, legal resources, fingerprinting and drug screening, marketing and advertising, consulting, verification services, insurance, onsite inspections and compliance systems.

*Associate Members may vote and hold office.*

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

## CANADA AFFILIATE MEMBER – Annual Dues: \$150 USD

Affiliate Member Qualifications: A company, individual or other entity that is NOT eligible for Regular or Associate Memberships but which support professionalism in background screening and agree to support and comply with PBSA Code of Conduct, its bylaws and policies.

Examples of Affiliate Members: staffing agencies, human resource teams, private investigators or security professionals. (If an individual or company sells background screening services for employment or tenant screening purposes or if a company sells its services and products to CRAs, then, it does not qualify as an Affiliate Member.)

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

## EUROPEAN COUNCIL MEMBERSHIP (Visit website for [complete listing](#) of European Council countries)

Annual dues: \$640 USD

Membership Qualifications:

- A company that is a consumer reporting agency (CRA) which is in the business of selling employment and/or tenant background screening services directly related to end-users, such as, employers or landlords.
- A company that is Provider of services and products to CRAs. Examples of Provider services and products: database software, background screening research and data, legal resources, fingerprinting and drug screening, marketing and advertising, consulting, verification services, insurance, onsite inspections and compliance systems.
- A company, individual or other entity that supports professionalism in background screening and agree to support and comply with PBSA Code of Conduct and its policies. Examples are staffing agencies, human resource teams, private investigators or security professionals.

## INTERNATIONAL MEMBERSHIP: OTHER REGION (for countries not included in PBSA Councils)

Annual dues: \$600 USD

Membership Qualifications:

- A company that is a consumer reporting agency (CRA) which is in the business of selling employment and/or tenant background screening services directly related to end-users, such as, employers or landlords.
- A company that is Provider of services and products to CRAs. Examples of Provider services and products: database software, background screening research and data, legal resources, fingerprinting and drug screening, marketing and advertising, consulting, verification services, insurance, onsite inspections and compliance systems.
- A company, individual or other entity that supports professionalism in background screening and agree to support and comply with PBSA Code of Conduct and its policies. Examples are staffing agencies, human resource teams, private investigators or security professionals.

**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](mailto: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**