

## EFFECTIVE USE OF THE CIA SUPER SEARCH

### What does not establish a complete criminal background investigation?

#### Comprehensive but Unrealistic

At one extreme, to achieve 100% validity that any existing record is found, every county and federal district within the US would have to be checked individually. Given that there are more than 3,000 counties in the US, the price would be equivalent to a year at a private university.

#### Affordable but Unreliable

The other extreme is to only perform a database search. This leads to the inherent risk of missing a large percentage of records that are not yet available or included in the database sources. The background check may be under \$15, but the cost of unknowingly hiring an employee that does not meet your criteria is much greater.

### What is the balance between comprehensive and affordable?

Clear Investigative Advantage recommends our unique **Four Step Process** that begins with ordering the Social Security Trace (SST) to determine identity and then, Criminal Record Searches (CRI) that correspond to the aliases and addresses reported in the Social Security Trace. The third step is a Sex Offender Registry Search (SOR) for each state of residence.

Finally, our **CIA Super Search** complements the SST, CRI, and SOR by adding another layer of security. We have to consider the possibility of someone committing a crime in a location where they have not resided but may be passing through, traveling on business, visiting on vacation, etc. These random areas would probably not be reported as associated addresses on the SST so we suggest this fourth step to help reduce the risk of missing any additional criminal records.

### What is a database search versus an official criminal record search?

#### Database Search

An instant search of criminal records that have been compiled on a periodic basis and saved on a disk or in a computer. Database sources are made available by different governmental entities such as counties and states. The frequency with which the databases are updated varies; thus a database may be missing from one month to one year of the most recent conviction information. Database searches can be beneficial when used as a complement to help uncover additional records and can be valuable as an ongoing tool for screening employees who have already been hired but should never be used solely to make a hiring decision. Any information found through a database search should be validated by ordering the county courthouse records to ensure that the information is correct and compliant.

#### Official Criminal Record Search

A real-time search of individual county or federal district courthouse for criminal records in existence as of the day the search is conducted. The search is performed by a real person connecting with the clerk's office in the county or district where the search is requested. Generally, it takes 1 to 3 business days to process the order and return the results. Time and information gaps are almost non-existent unlike a database search and can always be performed even where no database source is available.

**Our CIA Super Search is not a substitute for a county level search  
because no database is complete.**