

Screening Solutions

Application Integration



XML Gateway Interface Reference Guide

LexisNexis[®] Screening Solutions

Application Integration XML Gateway Interface Reference Guide

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Getting Started

Application Integration

LexisNexis® Screening Solutions provides fast, easy, and legally compliant background checks. There are several types of background checks and searches, including identity verification, criminal search, employment verification, education verification, and license verification. Results are returned to the submitting company to assist in the hiring decision.

What's in this Guide

LexisNexis Screening Solutions Application Integration streamlines the process of obtaining background checks in the job hiring process. If you already use an Applicant Tracking System (ATS) or Human Resources Information System (HRIS), Application Integration leverages the data already in your system and simplifies the process for Human Resources.

The process relies on an Internet connection and standard protocols to pass XML data to and from the LexisNexis servers. You set up your system to produce and send the XML background search requests and to receive the results of the searches. From the initial request for a background check to the final results, your users will not need to access any other application besides the ATS.

To realize this integration, you need to be familiar with XML and the system you are integrating. This guide gives a brief explanation of XML, but a broader understanding is required for you to produce valid XML that will integrate with the LexisNexis servers.

This guide also defines the XML elements used to communicate the data between your application and the LexisNexis servers. It also explains how to test the format so you will be prepared to use the production server.

Processing a Background Check

In order to successfully integrate your ATS with LexisNexis background checks, you should understand the process of running a background check. LexisNexis Screening Solutions has refined the background screening process and continues to improve the response time for searches. Some of the most requested searches are now instantaneous, and several of the others may require only two or three days. Processing a background check may involve many different phases, depending on the number of searches ordered. How quickly a search is completed and how accurate the results of the search are depends on the accuracy of the data sent to LexisNexis.

To properly integrate your system, it helps to have an understanding of the background screening process. There are many variables that determine how accurate the results are and how quickly the results are returned. Properly setting up the integration ensures that you receive timely and accurate results.

A Standard Background Check

The background check we will use in this example requests the following searches:

- InstaCheck
- Employment Verification
- County Criminal Search
- National Criminal Search

A normal background check can be initiated a number of ways, but the process of completing the checks is the same. The request for the background check is received and entered into the database. The InstaCheck and National Criminal Search are database searches that may produce immediate results. The Employment Verification is queued for LexisNexis representatives to perform the verification, which involves calling previous employers or checking an Internet database, depending on the employer. The time taken depends on whether the representative needs to make return calls or additional calls.

The following table lists the searches, what types of results are expected from each search, and how long you can expect the search to take.

Search	Expected Results	Average Time to Complete
InstaCheck	Applicant's name Social Security Number Current and previous addresses Additional names (i.e., maiden name, alternate spellings, etc.)	Immediate

Search	Expected Results	Average Time to Complete
Employment Verification	Previous company Title Salary Reason for leaving	2 days
National Criminal Search	Clear Records found	Immediate.

An Integrated Background Check

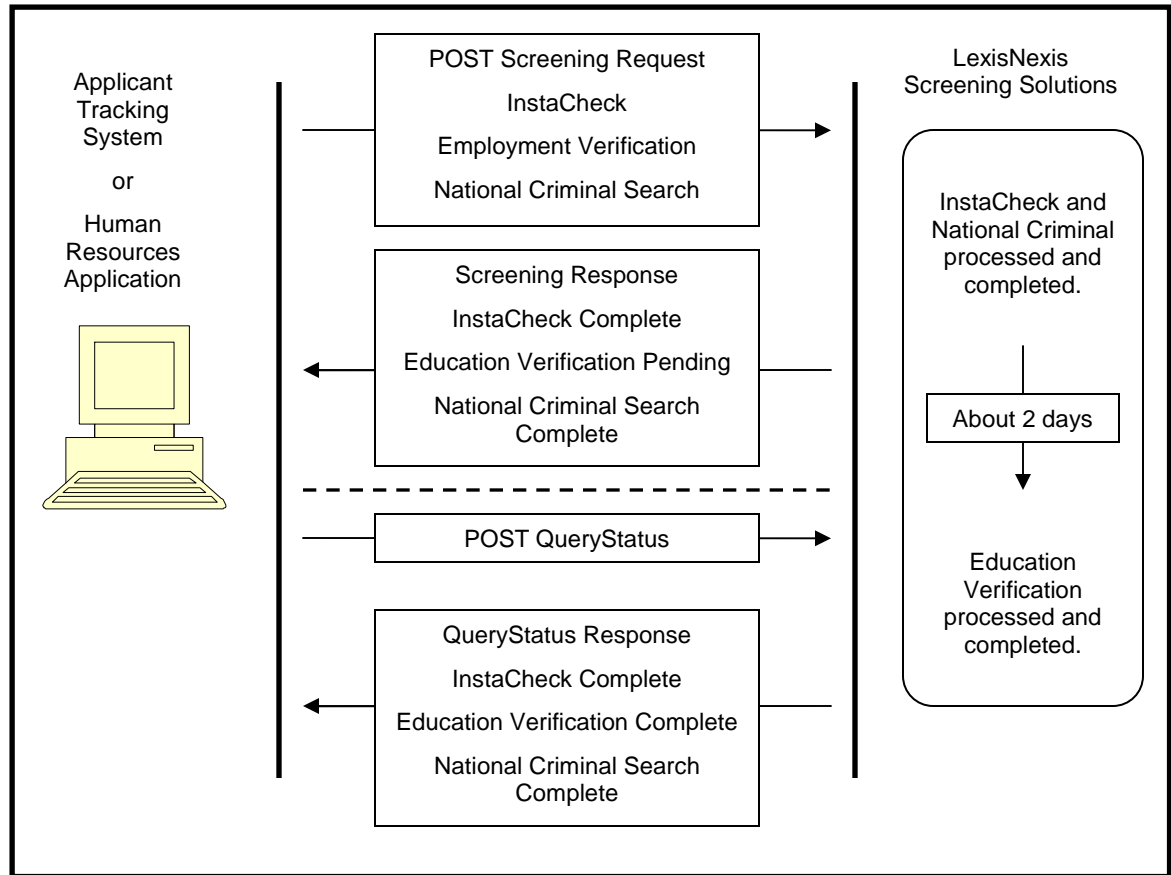
A background check run from an integrated application follows the same basic workflow. The main difference is that instead of accessing the results through an Internet browser, the results are returned directly to your system.

Your system submits a background check request through an XML file posted on the LexisNexis server. At that time, the background check is added to the database. The process of running the searches is begun.

The InstaCheck identity verification and National Criminal Search are run immediately and you should get the results back with the response to the post. However, it is possible that the results to these searches won't be available immediately. In such cases, the status for those searches will be "pending." You can poll the order for results with a QueryStatus request a few minutes after submitting the original request to retrieve the results.

The Employment Verification will be returned as "pending" and will list the estimated time of completion, let's say, as two days away. In two days, you can poll the system, which sends a QueryStatus request. The response to that request gives you the results of the Education Verification and an indicator that the verification is complete.

The following figure illustrates the process. Because of the different lengths of time, you will need to build into your system the ability to request and accept the QueryStatus responses.



Partial Integration

If you don't need the results to be integrated into your ATS, you can choose a partial integration. A partial integration uses the ATS data to send the order requests. However, instead of integrating the results into the ATS, users can view the results in the Full Service web client. This is a good solution for companies who want only trained employees to use the ATS but want hiring managers to be able to view the results of background checks. The hiring managers in this case would be able to query the results of the background check from the Full Service Client but would not need to touch the data in the ATS.

Ensuring Quick, Accurate Results

Timely and accurate results are dependent on complete and accurate data in your requests. The amount of data sent to LexisNexis may seem overwhelming, and the temptation to may arise to skip or fabricate data. However, doing so compromises the accuracy of reports and can slow the process of gathering data—meaning that your report will take longer to complete.

This section includes suggestions on how you can improve the accuracy and speed of the background checks you order.

Data Entry Tips

Some of the elements in the XML Schema are required. Others are optional. In required fields it is vital that the data is complete and accurate. Otherwise a report may return information for the wrong person, or a verification may return with a false positive or negative. Optional fields help narrow the search and reduce results. They also help LexisNexis representatives locate the institutions and verify information without delay, which means that the finished report will be returned to you more quickly.

Available Searches

LexisNexis Screening Solutions provides a number of searches for background screenings. The table below lists the searches available through Application Integration, describes what the search produces, and explains anything you need to be aware of as you request the search or integrate the response. You can include any or all of these searches in the XML request body.

Search Type	Description	Special Considerations
InstaCheck*	<p>Validates that the applicant's name, birth date, and Social Security Number match up. Validation is also attempted on the applicant's phone number and address. This search also retrieves a list of the applicant's previous addresses, which can be used to determine which counties to search for criminal records, and so forth. Only one InstaCheck search can be run on each applicant.</p> <p>Note: An InstaCheck does not verify that a person is who he or she claims to be. It can only verify that the name and Social Security Number given exist and are associated.</p>	<p>The following need to be included and accurate:</p> <ul style="list-style-type: none">• Names• Social Security Number• Birth date

Search Type	Description	Special Considerations
National Criminal Search*	<p>A database search of state a county records, sex offender registries, Department of Corrections records, and court records. Sex offender results are included for Applicant screenings but are not included in Vendor screenings. A separate Sex Offender search is available for Vendor screenings.</p> <p>Because the National Criminal Search is a database search, one of two outcomes may result. A representative may be sent to find a copy of the actual court document to confirm that the results are correct, or a letter may be sent to the applicant to inform him or her of the findings. You can specify in the XML request which you want to happen.</p> <p>If a record is found, a more thorough county search may be ordered to discover more information. This is called a "Disposition Update" and can be ordered to occur automatically.</p>	<p>The following need to be included and accurate:</p> <ul style="list-style-type: none"> • First and last name • Social Security Number • Birth date
County Criminal Search	This searches a specific county for criminal information on the applicant. Counties and the name to be searched can be provided in the XML or by using the addresses returned by InstaCheck.	<p>The following need to be included and accurate:</p> <ul style="list-style-type: none"> • First and last name • Social Security Number • Birth date
Federal Criminal Search	This searches a specific federal district for federal court records. These federal records are not included in the county or national criminal database searches. Federal districts and the name to be searched can be provided in the XML or by using the addresses returned by InstaCheck.	<p>The following need to be included and accurate:</p> <ul style="list-style-type: none"> • First and last name • Social Security Number • Birth date
International Criminal Search	This searches for criminal records in a specified country.	<p>The following need to be included and accurate:</p> <ul style="list-style-type: none"> • First and last name • Mother's maiden name • Last address
Employment Verification	Verifies the dates and places of employment of the applicant.	<p>The following need to be included and accurate:</p> <ul style="list-style-type: none"> • First and last names • Employer's name • Dates of employment <p>Consent form: Some employers will not release information until they have received a copy of a consent form signed by the applicant. If you suspect this might be the case for your order, have the consent form signed and faxed to LexisNexis before you submit the order.</p>
Drug Screening	Includes the results of a previously ordered drug test with the search results	The drug test must be arranged with a LexisNexis partner, who will provide you with the specimen ID to include with the screening request.
Credit Report*	Returns the applicants credit report. Does not include the credit score.	<p>The following need to be included and accurate:</p> <ul style="list-style-type: none"> • First and last name • Social Security Number • Birth date

Search Type	Description	Special Considerations
Driving Record	Verifies that the applicant's driver's license corresponds to the information given and returns a driving record from the state.	The following need to be included and accurate: <ul style="list-style-type: none"> • First and last name • Name as it appears on the license • State • License number
Professional License Verification	Verifies the current status of any claimed professional licenses.	The following need to be included and accurate: <ul style="list-style-type: none"> • First and last name • State • License number • License held
Education Verification	Verifies that the educational institution, degree, major, etc. match what the applicant has claimed.	The following need to be included and accurate: <ul style="list-style-type: none"> • First and last name • Institution (full name) • City and state • Degree • Date schooling began • Graduated
Sex Offender Search*	Searches for records of sex offenses. This report is included as part of the National Criminal Search for Applicant screenings and can be ordered separately for Vendor screenings.	The following need to be included and accurate: <ul style="list-style-type: none"> • First and last name • Social Security Number • Birth date
Office of Foreign Assets Control (OFAC) Search*	Verifies that the applicant is not on the list of individuals who pose a threat to the United States	The following need to be included and accurate: <ul style="list-style-type: none"> • First and last name • Social Security Number • Birth date • Aliases

* These are database searches and the results are usually immediate. Other searches may take around 2 days.

Applicant and Vendor Background Checks

The LexisNexis Application Integration allows for two types of background screening. The most common is the Applicant background screening. All requests for a job applicant background check are governed by the Fair Credit Reporting Act (FCRA). Any background check for hiring, volunteer work, etc., is restricted by the FCRA. For example, because applicants cannot be discriminated by arrest records, they are not reported in national, federal, and criminal searches.

LexisNexis also provides Vendor screenings for ordering background check on a company that does business for your company. For example, you can order background checks on a janitorial service that you may potentially contract for your company. Vendor screenings are not governed by the FCRA and therefore give results differently from the Applicant background screening. The following table lists the searches that are available and how they may differ from the searches available for Applicant screenings.

Search Type	Differences between Vendor and Applicant Screening
InstaCheck	None
National Criminal Search	None

Search Type	Differences between Vendor and Applicant Screening
County Criminal Search	Arrest records are included in the Vendor results.
Federal Criminal Search	Arrest records are included in the Vendor results.
County Civil Search	None
Sex Offender Search	Available only for Vendor screenings. Sex Offender results are automatically included in the National Criminal Search of the Applicant screening.
Office of Foreign Assets Control (OFAC) Search	None

Applicant and Vendor screenings work on a separate system of gateways and servers, but the XML schema is identical. Occasionally, a tag or result may be different between the Applicant and Vendor searches (such as in the case of the Sex Offender search). In these cases, the difference will be noted in the documentation.

XML Overview

The Application Integration service works through an XML Gateway connected to the Internet. In order to submit applicant information that can initiate searches, the information must be contained in an XML text document that is properly formatted and conforms to the schema that LexisNexis has prepared. You will need a knowledge of XML in order to produce the XML document to request the reports, and to be able to integrate the results back into your system.

Working with XML

XML is very similar to its predecessor HTML in that it is a text format using “tags” to mark the beginning and end of each item of data. The format is extensible because you may define as many new keyword tags as you need to represent any data you need to communicate.

An XML tag is a “named delimiter” implemented as a matched pair of angle brackets (< >) containing a keyword that defines the type of data in between the beginning tag and the ending tag. The ending tag is exactly the same as its matching beginning tag with the addition of a slash (/) character in front of the tag keyword, like this:

```
<keyword>data</keyword>
```

In this example, <keyword> is the beginning tag and </keyword> is the ending tag. Between the beginning and ending tag you may either have a data item or other nested XML tags. When nesting tags, ensure that the entire set of nested tags is completely within the “container” tag.

Within the opening tag, additional information, called attributes, define the tag. Attributes include the “title” and the “value” in quotation marks, each separated by an equal sign (=). Attribute definitions are separated by a space and listed on a single line, but to aid in legibility, attributes are listed on separate lines within the element.

Example of a ScreeningRequest

```
<InstaCheck stopIfSSNInvalid="true"
  addCountyCriminalSearches="longestAndStrongest"
  maxCountyCriminalSearches="2" />
```

In the example above, `stopIfSSNInvalid`, `addCountyCriminalSearches` and `maxCountyCriminalSearches`, are all attributes of the tag `InstaCheck`.

When there is no data for a requested tag, the tag is returned with the addition of a slash character in front of the ending angle bracket, like this:

```
<Element />
```

In this example, `<Element />` is an empty tag, containing no data—no ending tag is necessary. It is important to note that an empty tag may contain attributes, such as the `InstaCheck` tag shown above.

XML contains no formatting. However, indentation is used in this manual for easy viewing of attributes and nesting levels.

The XML tags and attribute names and values are case sensitive. Make sure that the XML you send to LexisNexis matches the elements as described in this guide. Also, elements in your XML must be in the same order as described in the schema and this guide. There is an exception for the searches and verifications your request in the `Searches` element, which is unbounded.

Preparing for Integration

Application Integration is not a service that can be started immediately. There is a process involved in preparing your system to submit the XML in the correct format so that the applicant information is entered in the LexisNexis server correctly. Then, your application must be prepared to receive the response data and correctly integrate it back into your system.

That sort of preparation requires some testing and revision until both ends of the process are functioning properly. For that reason LexisNexis provides a test server that requires properly formatted requests and returns typical and customizable responses. When you have thoroughly tested how your system reacts to different situations, and have found that it is performing correctly, you can work with LexisNexis to move to the production server and begin requesting background checks. This section describes the process of testing your integration.

Submitting Test Data

Before you start submitting requests to LexisNexis Screening Solutions, you need to thoroughly test to make sure that your system is producing requests and accepting results accurately and reliably. The test server uses an automated system to return results for testing your system. Rather than using sample data, it produces results according to what you submit to the system. Through this approach, you can test how your system handles different scenarios, such as verified or unverified social security numbers.

InstaCheck and National Criminal Search requests will be returned immediately. Other searches will be completed randomly at about 10-minute intervals. This helps you check how your system handles immediate results and pending results.

Posting to the Test Server

The test server, unlike the production server, does not use a secure address. Otherwise the process is the same. You can post to the test server using the following data:

Address	http://www.test.pwise.com/xmlgateway/gateway.aspx
Username	standard.xmlgateway@lexisnexis.com
Password	http://www.test.pwise.com/xmlgateway/gateway.aspx

Note: Before you post to the production server, you will first need to contact LexisNexis to obtain your unique login criteria.

Testing for Different Situations

LexisNexis has set up a system where you can submit a request to the test server that will return specific results, such as a positive County Criminal Search result. You can use specific entries in the Social Security entry in the request to force specific results. The following table describes the codes and what they produce. You should test for each scenario.

Note: When testing the Application Integration, *do not submit actual personal identifiers, such as Social Security Numbers. Use fictitious identifiers for all test data.*

Social Security Code	Status	Results
InstaCheck		
xxx-01-xxxx	Social Security Number not verified	Social Security Number issued to deceased
xxx-02-xxxx	Social Security Number not verified	Social Security Number never issued
xxx-03-xxxx	Social Security Number not verified	Social Security Number issued before birth date
xxx-04-xxxx	Social Security Number verified	Phone and address not verified
xxx-05-xxxx	Social Security Number verified	Address verified, phone not verified
xxx-06-xxxx	Social Security Number verified	Phone verified, address not verified
xxx-07-xxxx	All verified	One additional address returned
xxx-08-xxxx	All verified	No additional addresses
xxx-09-xxxx	Pending	No results returned
xxx-11-xxxx	All verified	Three additional addresses returned
xxx-12-xxxx	All verified	Return Puerto Rico or the Virgin Islands counties
xxx-22-xxxx	All not verified	No results returned
County and Federal Criminal		
100-xx-xxxx	pending	No results returned
111-xx-xxxx	clear	No cases given
222-xx-xxxx	record	One felony returned, one case given.
333-xx-xxxx	name-match-only	One misdemeanor returned, one case given.
not specified	random result	Random results: clear, record, or name-match-only; felony, misdemeanor or both; 1 to 3 cases given if not clear.
County and Federal Civil		
100-xx-xxxx	pending	No results returned

Social Security Code	Status	Results
111-xx-xxxx	clear	No cases given
222-xx-xxxx	record	One case given
333-xx-xxxx	name-match-only	One case given
not specified	random result	Random results: clear, record, or name-match-only; 1 to 3 cases given if not clear
Employment Verification		
xxx-xx-04xx	pending	No results returned
xxx-xx-11xx	active or verified	No variances
xxx-xx-22xx	not verified	Random MasterVariance
xxx-xx-33xx	partially verified	Pieces of data verified randomly. Random variances provided.
xxx-xx-05xx	delayed	Never completed, always delayed
not specified	completed	Everything verified, no variances.

InstaCheck results are returned immediately; all other results are returned at 10 minute intervals. Using a Social Security Number other than what is shown in the table returns random results at ten minute intervals.

You can combine results by combining the portions of the Social Security Number code. For example, “111-09-1137” would return the following results:

- Social Security Number verification: Pending
- Addresses: Pending
- County Criminal: Clear
- Federal Criminal: Clear
- County Civil: Clear
- Federal Civil: Clear
- Employment Verification: All verified

Errors

As you test and refine your integration you will receive occasional error messages. The error messages you receive during testing are the same you will receive when you move to the production server. During testing is a good time to decide how you will handle errors when you are dealing with live searches. This section explains the error messages and gives some suggestions for handling errors.

Note: An error message indicates that the request was not accepted and therefore not processed. Rejected request will not be partially processed. You must fix the error in a new request and post it again in order to receive the results.

Error Messages

The error messages sent give information on two levels. First, they identify the reason why the background check or search won't run. Second, if the problem is with the XML coding, the error message identifies the line number where you can find and fix the problem.

Code	Description
001	The input XML failed schema validation.
002	Authentication failed
100	The package name is invalid.
101	The ApplicantIdentifier does not exist.
102	Unrecognized location identifier.
103	The applicant identifier has already been used, and cannot be used again.
104	The birth date must be such that the age of the applicant is between 14 and 100.
105	The applicant email address is invalid.
106	The wholesale client email address is invalid.
107	The billing package name is invalid.
108	This order is a duplicate of a previously submitted order. See the AdditionalData element for the status of the previously submitted order.
109	This order is not a partial order.
110	The Zip Code is not valid.
111	The City and State or Zip must be included when requesting a court search.
112	California customers may not request Credit Plus reports.
113	The format for the driver's license number is not valid for the state.
114	The customer does not have a California DMV requestor code and therefore cannot order driver's license searches for the state of California.
300	Exception while processing input XML.
301	The input XML was not well formed and could not be read.
302	The input XML root element or version is unrecognized.

Error Handling

Because of the complexity of the Application Integration service, it is difficult to identify all of the problems that may occur during the testing phase. Correctly handling any errors that may occur can reduce downtime and shorten the time to a successful background screening. You should set up error handling to notify not only the user that sent the request that there is a problem. Error handling should also notify whoever will be supporting the integration.

Technical Reference

Introduction

There are a number of elements with associated sub-elements and attributes used to define a background check request. This section gives a comprehensive list of the elements, a description of what they do, and a list of their attributes, if any.

The first section of this chapter describes the elements and structure you use to request the background screening. The second section describes the elements and structure you receive in response to your request. Both sections include sample code to demonstrate correctly formatted requests and what you can expect to see in responses.

One XML schema is used for both the Applicant and Vendor screenings. When a tag, attribute, or result is exclusive to either the Applicant or Vendor screening, a notation will be included in the documentation to alert you. See “Applicant and Vendor Tags” below.

Posting to the Production Server

The production server, unlike the testing server, uses a secure address. Otherwise the process is the same. When you are ready to test, contact LexisNexis to obtain your credentials for posting to the server. The gateway you post to depends on whether your request is for an applicant or a vendor.

Applicant Server

<https://www.pwise.com/xmlgateway/gateway.aspx>

Vendor Server

<https://vendorscreening.lexisnexis.com/xmlgateway/gateway.aspx>

Documentation Conventions

Applicant and Vendor Tags

Most tags in the XML schema are used in both Applicant and Vendor screenings. However, some tags are used only for Applicant screenings while others are used only for Vendor screenings. The following marks indicate a tag that can be used by only one type of screening.

 **Applicant Only**  **Vendor Only**

All unmarked tags can be used for both Applicant and Vendor screenings.

Tables

The tables in this section include columns that describe the elements and structure:

- **Element:** The element name. Element names are case-sensitive.
- **Req?:** Is the element required? This is usually “yes” or “no,” but occasionally there is a group of elements to choose between. In these cases, “choice” is listed in the column.
- **Max:** The maximum number of times the element can occur. Occasionally the element can appear as many times as you need. In these cases the Max listed is “unbounded.”
- **Format:** The limits set on the length or value of the data in the element. “structural” indicates that the tag contains sub-elements and no data.
- **Description:** A definition of the element with any additional information you may need.

Requesting a Background Check

This section describes the XML structure, elements, and attributes used to request a background screening.

ScreeningRequest

The XML Gateway responds to requests to the system. A request type is an XML element that is placed at the root of the XML body, meaning that it is the first element after the XML definition tag. The root tag when requesting a background screening is ScreeningRequest. It is within this element that you organize all of the data required to identify the applicant and the searches you want to order.

The following table describes the elements found in the ScreeningRequest element.

ScreeningRequest Sub-Elements				
Elements	Req?	Max	Format	Description
User	yes	1	8 to 256 characters	The user ID, typically in the form of an e-mail address assigned to your company.

ScreeningRequest Sub-Elements

<i>Elements</i>	<i>Req?</i>	<i>Max</i>	<i>Format</i>	<i>Description</i>
Password	yes	1	6 to 16 characters	The password assigned to your company.
Version	yes	1	must be "4.0"	Indicates the schema version to use. This documentation describes version 4.0.
SubmitOrder	choice	1	structural	Used for requesting searches for an applicant.
ResubmitOrder	choice	1	structural	Used to restart an order, usually to correct errors in data that might change the results.
SubmitPartialOrder	choice	1	structural	Used to request the preliminary searches for an order.
ResubmitPartialOrder	choice	1	structural	Used to restart a partial order, usually to correct errors in data that might change the results.
CompletePartialOrder	choice	1	structural	Used to order subsequent searches after the preliminary searches have been run or to close a partial order.
QueryStatus	choice	1	structural	Used to obtain the results of an order.

ScreeningRequest Example**Example of a ScreeningRequest**

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <QueryStatus>
    <ApplicantIdentifier>2006-05-16T16:53:00</ApplicantIdentifier>
  </QueryStatus>
</ScreeningRequest>
```

Order Types

For each request you can use one of seven order types. A request must include one, but only one, order type. An order is a structural element that contains elements that define the order. An order may request a number of searches, repair or complete an order, check the status of an order, or request other information from LexisNexis:

- SubmitOrder
- ResubmitOrder
- SubmitPartialOrder
- ResubmitPartialOrder
- CompletePartialOrder
- QueryStatus
- QueryLnssCounties
- QueryLnssZips

This section describes each order type and the elements and attributes associated with it.

Submit an Order

SubmitOrder is used each time you request a new background check. It includes the basic data to define and identify the order.

SubmitOrder Element				
Attribute	Req?	Max	Format	Description
sendReportToApplicant	no	1	"true" or "false"	If requested, a report on the findings from the background search will be sent to the e-mail address submitted with the applicant information. Default is "false".

SubmitOrder Sub-Element				
Element	Req?	Max	Format	Description
ApplicantIdentifier	yes	1	6 to 75 characters	Identifies the individual for whom the background check is being conducted. Your system must assign this identifier and it must be unique for each applicant submission . See "Errors" on page 17.
LocationIdentifier	no	1	3 to 75 characters	Used to specify the where the background check request is originating from. It can be configured by LexisNexis Screening Solutions to determine the account to charge the background check to.
ReferenceCode	no	1	up to 75 characters	Used to attach a label or other information to the background check. This information is visible in the LexisNexis Screening Solutions Full Service web interface and can be used to filter and sort reports. See "Partial Integration" on page 9.
BillingPackage	no	1	3 to 10 characters	The billing package name, if you have arranged a package price agreement with LexisNexis.
ApplicantInformation	yes	1	structural	The applicant's demographic information. See "Submit an Order" on page 31.
Searches	no	1	structural	Contains details of additional searches and verifications that require specific data to initiate. This is an optional element because there may be no additional data that needs to be submitted other than the application information. See "Submit an Order" on page 34. Note: When Searches is specified, at least one verification or search must be included. You may include multiples of a type of search or verification. For example, you may include two different EmploymentVerification requests.

SubmitOrder Example

The following example is a typical SubmitOrder request including an InstaCheck, CountyCriminalSearch, and EmploymentVerification.

Example of a SubmitOrder Request

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <SubmitOrder>
    <ApplicantIdentifier>2006-05-26T13:49:00</ApplicantIdentifier>
```

```

<ApplicantInformation>
  <FirstName>Chuck</FirstName>
  <LastName>Thomas</LastName>
  <BirthDate>1968-10-02</BirthDate>
  <USApplicantData>
    <USAddress>
      <StreetAddress>1335 West 2180 North</StreetAddress>
      <City>Pleasant Grove</City>
      <State>UT</State>
      <Zip>84062</Zip>
    </USAddress>
    <SocialSecurity>123-12-1234</SocialSecurity>
  </USApplicantData>
</ApplicantInformation>
<Searches>
  <InstaCheck />
</Searches>
</SubmitOrder>
</ScreeningRequest>

```

Resubmit an Order

Occasionally a vital piece of the applicant's information (such as the applicant's Social Security Number, birth date, or name) may have been entered incorrectly. When any of that information is incorrect, you may need to have all of the background checks run again. The ResubmitOrder request lets you do that.

ResubmitOrder lets you correct any information in the order that may have changed the results of the screening. It is essentially the same as the SubmitOrder request, but it requires you to use the same ApplicantID sent with the original SubmitOrder request, which may help you track the applicant better. It also maintains the relationship between the original ApplicantID and the ID assigned by LexisNexis to access the results through the Full Service web interface.

If you don't need to retain the original ApplicantID, you can submit the information again using the SubmitOrder request and assigning a new, unique ApplicantID.

When you send a ResubmitOrder request, there are costs to you in time and money. In resubmitting the order, you are initiating the order from the beginning. All of the searches you ordered originally will be run again, meaning that none of the results from the original order will be retained. You will need to wait the full amount of time for the report to be completed and you will pay for the original searches and the new searches from the resubmitted order.

Note: You can resubmit an order as many times as you need. However, there is a fee assessed to each resubmitted order.

ResubmitOrder Element

Attribute	Req?	Max	Format	Description
sendReportToApplicant	no	1	"true" or "false"	If requested, a report on the findings from the background search will be sent to the e-mail address submitted with the applicant information. Default is "false".

ResubmitOrder Sub-Elements				
Element	Req?	Max	Format	Description
ApplicantIdentifier	yes	1	6 to 75 characters	Identifies the individual for whom the background check is being conducted. The ApplicantIdentifier must match the ApplicantIdentifier specified in the original SubmitOrder request.
LocationIdentifier	no	1	3 to 75 characters	Used to specify the where the background check request is originating from. It can be configured by LexisNexis Screening Solutions to determine the account to charge the background check to.
ReferenceCode	no	1	up to 75 characters	Used to attach a label or other information to the background check. This information is visible in the LexisNexis Screening Solutions Full Service web interface and can be used to filter and sort reports. See Partial Integration on page 6.
BillingPackage	no	1	3 to 10 characters	The billing package name, if you have arranged a package price agreement with LexisNexis.
ApplicantInformation	yes	1	structural	The applicant's demographic information.
Searches	no	1	structural	Contains details of additional searches and verifications that require specific data to initiate. This is an optional element because there may be no additional data that needs to be submitted other than the application information. Note: When Searches is specified, at least one verification or search must be included. You may include multiples of a type of search or verification. For example, you may include two different EmploymentVerification requests.

ResubmitOrder Example

The following example uses ResubmitOrder to change the BirthDate element from the SubmitOrder example above. You will also notice that the ApplicantIdentifiers identical to the previous example.

Example of Resubmitting an Order

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <SubmitOrder>
    <ApplicantIdentifier>2006-05-26T13:49:00</ApplicantIdentifier>
    <ApplicantInformation>
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <BirthDate>1967-10-02</BirthDate>
      <USApplicantData>
        <USAddress>
          <StreetAddress>1335 West 2180 North</StreetAddress>
          <City>Pleasant Grove</City>
          <State>UT</State>
          <Zip>84062</Zip>
        </USAddress>
        <SocialSecurity>123-12-1234</SocialSecurity>
      </USApplicantData>
    </ApplicantInformation>
  </SubmitOrder>
</ScreeningRequest>
```


Example of Resubmitting an Order

```

    </USApplicantData>
  </ApplicantInformation>
  <Searches>
    <InstaCheck />
  </Searches>
</SubmitOrder>
</ScreeningRequest>

```

Submit a Partial Order

For some companies it makes sense to break up background checks into two parts. For example, a general screening may be required for most or all of the applicants, then, when the field has been narrowed, a more detailed screening for those applicants who are being seriously considered. This approach can help save your company the charges of unneeded background checks.

The structure of SubmitPartialOrder is the same as SubmitOrder. When you send a SubmitPartialOrder request, you order only the searches you want done initially on the applicant. Later, you will order any additional searches you need using the CompletePartialOrder request.

Note: SubmitPartialOrder can request only the InstaCheck and NationalCriminal search. All other searches must be included in the CompletePartialOrder request.

SubmitPartialOrder Element

Attribute	Req?	Max	Format	Description
sendReportToApplicant	no	1	"true" or "false"	If requested, a report on the findings from the background search will be sent to the e-mail address submitted with the applicant information. Default is "false".

SubmitPartialOrder Sub-Element

Elements	Min	Max	Format	Description
ApplicantIdentifier	yes	1	6 to 75 characters	Identifies the individual for whom the background check is being conducted. The ApplicantIdentifier must match the ApplicantIdentifier specified in the original SubmitOrder request.
LocationIdentifier	no	1	3 to 75 characters	Used to specify the where the background check request is originating from. It can be configured by LexisNexis Screening Solutions to determine the account to charge the background check to.
ReferenceCode	no	1	up to 75 characters	Used to attach a label or other information to the background check. This information is visible in the LexisNexis Screening Solutions Full Service web interface and can be used to filter and sort reports.
BillingPackage	no	1	3 to 10 characters	The billing package name, if you have arranged a package price agreement with LexisNexis.
ApplicantInformation	yes	1	structural	The applicant's demographic information.

SubmitPartialOrder Sub-Element				
Elements	Min	Max	Format	Description
Searches	no	1	structural	Contains details of additional searches and verifications that require specific data to initiate. This is an optional element because there may be no additional data that needs to be submitted other than the application information. Note: SubmitPartialOrder can order only the InstaCheck and NationalCriminal search. All other searches must be included in the CompletePartialOrder request. Note: When Searches is specified, at least one verification or search must be included. You may include multiples of a type of search or verification. For example, you may include two different EmploymentVerification requests.
WholesaleClientEmail	no	1	up to 300 characters	Email address LexisNexis is to use to contact the wholesale client's customer. This is used to request that a consent form be completed and sent to us. If supplied, must be a valid email address of the form xxxx@xxx.xxx .
RequestingContact	no	1	structural	Allows resellers to provide the contact information for the company for whom they are ordering the search.

SubmitPartialOrder Example

The following example demonstrates a partial order that requests an InstaCheck and a NationalCriminalSearch. After receiving the results, the company can request additional searches or close the order.

Example of Submitting a Partial Order

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <SubmitPartialOrder>
    <ApplicantIdentifier>2006-05-16T15:01:00</ApplicantIdentifier>
    <ApplicantInformation>
      <FirstName>Jim</FirstName>
      <LastName>Miller</LastName>
      <BirthDate>1971-11-24</BirthDate>
      <USApplicantData>
        <USAddress>
          <StreetAddress>1335 West 2180 North</StreetAddress>
          <City>Pleasant Grove</City>
          <State>UT</State>
          <Zip>84062</Zip>
        </USAddress>
        <SocialSecurity>111-92-1003</SocialSecurity>
      </USApplicantData>
    </ApplicantInformation>
    <Searches>
      <InstaCheck />
      <NationalCriminalSearch>
        <FirstName>Chuck</FirstName>
        <LastName>Thomas</LastName>
```

Example of Submitting a Partial Order

```

    <City>Biloxi</City>
    <State>MS</State>
  </CountyCriminalSearch>
</Searches>
</SubmitPartialOrder>
</ScreeningRequest>

```

Resubmit a Partial Order

Resubmitting a partial order is the same as resubmitting an order, except that it is specific to partial orders.

Occasionally a vital piece of the applicant's information, the applicant's Social Security Number, birth date, or name, may have been entered incorrectly. When any of that information is incorrect, you may need to have all of the background checks run again. The ResubmitPartialOrder request lets you do that.

ResubmitPartialOrder lets you correct any information in the order that may have changed the results of the screening. It is essentially the same as the SubmitPartialOrder request, but it requires you to use the same ApplicantID sent with the original SubmitPartialOrder request, which may help you track the applicant better. It also maintains the relationship between the original ApplicantID and the ID assigned by LexisNexis to access the results through the web interface.

If you don't need to retain the original ApplicantID, you can submit the information again using the SubmitPartialOrder request and assigning a new, original ApplicantID.

When you send a ResubmitPartialOrder request, there are costs to you in time and money. In resubmitting the order, you are initiating the order from the beginning. All of the searches you ordered originally will be run again, meaning that none of the results from the original order will be retained. You will need to wait the full amount of time for the report to be completed and you will pay for the original searches and the new searches from the resubmitted order.

Once a partial order has been resubmitted for an ApplicantID, the server will not accept additional ResubmitPartialOrder requests for that ApplicantID. If any other corrections need to be made to the data, you will need to send a SubmitPartialOrder request with a new ApplicantID.

ResubmitPartialOrder Element

<i>Attribute</i>	<i>Req?</i>	<i>Max</i>	<i>Format</i>	<i>Description</i>
sendReportToApplicant	no	1	"true" or "false"	If requested, a report on the findings from the background search will be sent to the e-mail address submitted with the applicant information. Default is "false".

ResubmitOrder Sub-Element				
Elements	Min	Max	Format	Description
ApplicantIdentifier	yes	1	6 to 75 characters	Identifies the individual for whom the background check is being conducted. The ApplicantIdentifier must match the ApplicantIdentifier specified in the original SubmitPartialOrder request.
LocationIdentifier	no	1	3 to 75 characters	Used to specify the where the background check request is originating from. It can be configured by LexisNexis Screening Solutions to determine the account to charge the background check to.
ReferenceCode	no	1	up to 75 characters	Used to attach a label or other information to the background check. This information is visible in the LexisNexis Screening Solutions Full Service web interface and can be used to filter and sort reports.
BillingPackage	no	1	3 to 10 characters	The billing package name, if you have arranged a package price agreement with LexisNexis.
ApplicantInformation	yes	1	structural	The applicant's demographic information.
Searches	no	1	structural	Contains details of additional searches and verifications that require specific data to initiate. This is an optional element because there may be no additional data that needs to be submitted other than the application information. Note: When Searches is specified, at least one verification or search must be included. You may include multiples of a type of search or verification. For example, you may include two different EmploymentVerification requests.

ResubmitPartialOrder Example

The following example uses ResubmitPartialOrder to fix the BirthDate element from the SubmitPartialOrder example above. You will also notice that the ApplicantIdentifier is identical to the previous example.

Example of Resubmitting a Partial Order

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <ResubmitPartialOrder>
    <ApplicantIdentifier>2006-05-16T15:01:00</ApplicantIdentifier>
    <ApplicantInformation>
      <FirstName>Jim</FirstName>
      <LastName>Miller</LastName>
      <BirthDate>1972-11-24</BirthDate>
      <USApplicantData>
        <USAddress>
          <StreetAddress>1335 West 2180 North</StreetAddress>
          <City>Pleasant Grove</City>
          <State>UT</State>
          <Zip>84062</Zip>
        </USAddress>
        <SocialSecurity>111-92-1003</SocialSecurity>
      </USApplicantData>
    </ApplicantInformation>
    <Searches>
```

Example of Resubmitting a Partial Order

```

    <InstaCheck />
    <CountyCriminalSearch>
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <City>Biloxi</City>
      <State>MS</State>
    </CountyCriminalSearch>
  </Searches>
</ResubmitPartialOrder>
</ScreeningRequest>

```

Complete a Partial Order

For some companies it makes sense to break up background checks into two parts. For example, a general screening may be required for most or all of the applicants, then, when the field has been narrowed, a more detailed screening for those applicants who are being seriously considered. That approach can help save your company the charges of unneeded background checks. The CompletePartialOrder request can only be submitted once for each applicant.

CompletePartialOrder is used to order the additional searches and close the order. If you don't want to order additional searches, you can leave out the searches element, which simply closes the order.

CompletePartialOrder Sub-Elements

Element	Req?	Max	Format	Description
ApplicantIdentifier	yes	1	6 to 75 characters	Identifies the individual for whom the background check is being conducted. This must be the ApplicantIdentifier from the corresponding SubmitPartialOrder request.
Searches	no	1	structural	<p>Contains details of additional searches and verifications that require specific data to initiate. This is an optional element because there may be no additional data that needs to be submitted other than the applicant information.</p> <p>Note: When Searches is specified, at least one verification or search must be included. You may include multiples of a type of search or verification. For example, you may include two different EmploymentVerification requests. To complete the partial order without requesting more searches, do not include the Searches element. Uncompleted partial orders will be closed after 90 days.</p> <p>For more information on the Searches element structure, see "Complete a Partial Order" on page 34.</p>

CompletePartialOrder Example

The following example shows the CompletePartialOrder request ordering subsequent searches to complete a partial order. In this case, the order is for an EmploymentVerification. Additional searches could be requested, or the Searches element can be left out in order to close the order without ordering subsequent tests. You will notice that the ApplicantIdentifier is the same as the PartialOrder and that there is no need for any other applicant information.

Example of Completing a Partial Order

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <CompletePartialOrder>
    <ApplicantIdentifier>2006-05-16T15:01:00</ApplicantIdentifier>
    <Searches>
      <EmploymentVerification>
        <Employer>MyFamily.com, Inc.</Employer>
        <City>Orem</City>
        <State>UT</State>
        <StartDate>2004-01</StartDate>
        <EndDate>PRESENT</EndDate>
      </EmploymentVerification>
    </Searches>
  </CompletePartialOrder>
</ScreeningRequest>
```

Query Order Status

QueryStatus is used to retrieve the current status and results of a previously submitted background check. If any checks are still pending, you will need to send a QueryStatus request to receive the results of the checks.

QueryStatus Sub-Elements

<i>Element</i>	<i>Req?</i>	<i>Max</i>	<i>Format</i>	<i>Description</i>
ApplicantIdentifier	yes	1	6 to 75 characters	Identifies the individual for whom the background check is being conducted. The ApplicantIdentifier must match the one assigned in the corresponding SubmitOrder or SubmitPartialOrder request.

QueryStatus Example

The following example is a typical QueryStatus. All that is needed is the ApplicantIdentifier. From this, the entire order response is returned. You will notice that the ApplicantIdentifier is identical to that in the SubmitOrder example.

Submitting a QueryStatus Request

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <QueryStatus>
    <ApplicantIdentifier>2006-05-26T13:49:00</ApplicantIdentifier>
  </QueryStatus>
</ScreeningRequest>
```

Query LNSS County List

QueryLnssCounties is used to retrieve the current list of counties in the LexisNexis database. The list of counties will help you determine the spelling used by LexisNexis to identify a county. If the correct spelling of a county is not used in a request, the search cannot be immediately sent to processing; rather, it will need to be hand-processed to resolve the county name, which requires more processing time.

Query LNSS Zip Code List

QueryLnssZips is used to retrieve the current list of postal codes in the LexisNexis database. The list of postal codes can help you correctly identify the correct zip code to use in a search, which can ensure a prompt search.

QueryStatus Sub-Elements

Element	Req?	Max	Format	Description
ApplicantIdentifier	yes	1	6 to 75 characters	Identifies the individual for whom the background check is being conducted. The ApplicantIdentifier must match the one assigned in the corresponding SubmitOrder or SubmitPartialOrder request.

ApplicantInformation

The ApplicantInformation tag is a structural element that contains the vital information about the applicant. The information you include here is used to request reports. Incomplete or invalid information can return inaccurate reports or results that are overly broad. Make sure you include information for all of the required fields and as much information as possible for optional fields.

ApplicantInformation Sub-Elements

Element	Req?	Max	Format	Description
FirstName	yes	1	up to 50 characters	The applicant's first name.
MiddleName	no	1	up to 50 characters	The applicant's middle name.
LastName	yes	1	up to 50 characters	The applicant's last name.

ApplicantInformation Sub-Elements				
Element	Req?	Max	Format	Description
FormerName	no		structural	A legal name that was used previously but has since changed, such as a maiden name. A former name can be helpful in making a positive identification. See "FormerName" on page 32.
BirthDate	yes	1	year, month, day	Applicant's birth date. The format is yyyy-mm-dd. Single digit month and day values must have a leading zero (1970-01-07).
Gender	no	1	"male" or "female"	This is needed for some searches such as driver's license verifications in certain states.
Email	no	1	up to 300 characters	The email address LexisNexis uses to send a copy of the report to the applicant. If the email element is left out, no email will be sent. If supplied, it must be a valid email address of the form xxx@xxx.xxx.
USApplicantData	choice	1	structural	Contains U.S. country specific applicant data if the applicant is currently residing in the United States. See "USApplicantData" on page 32.
InternationalApplicantData	choice	1	structural	Contains country specific applicant data if the applicant is currently residing outside of the United States. See "InternationalApplicantData" on page 33.

FormerName

FormerName includes the names for any other names the applicant may have gone by.

FormerName Sub-Elements				
Element	Req?	Max	Format	Description
FirstName	yes	1	up to 50 characters	The applicant's former first name.
MiddleName	no	1	up to 50 characters	The applicant's former middle name.
LastName	yes	1	up to 50 characters	The applicant's former last name.

USApplicantData

USApplicantData includes the demographic information specific to the United States.

USApplicantData Sub-Elements				
Element	Req?	Max	Format	Description
USAddress	yes	1	structural	The most recent known address in the United States.
SocialSecurity	yes	1	social security number	The applicant's social security number. in the format nnn-nn-nnnn, including dashes.
Phone	no	1	phone number	A standard U.S. phone number in the form aaa-ppp-nnnn where aaa is the area code and ppp is the prefix (e.g. 307-293-2930). Include the dashes.

USAddress Sub-Elements				
Element	Req?	Max	Format	Description
StreetAddress	yes	1	up to 80 characters	The street address of the applicant (e.g. 270 LAUREL GLENN, 926 E. 3RD STREET, 3094 LAKE DR #1-3).

USAddress Sub-Elements				
Element	Req?	Max	Format	Description
City	choice	1	2 to 50 characters	The city in which the applicant resides. Always include the City and State if the Zip is unknown. You must include at least the City and State, or the Zip. If you include all three, the Zip will be attempted first. If it is invalid, the City and State will be used for the search.
State	choice	1	2 characters	The state in which the applicant resides. Two-character, standard U.S. state abbreviation. Always include the City and State if the Zip is unknown. You must include at least the City and State, or the Zip. If you include all three, the Zip will be attempted first. If it is invalid, the City and State will be used for the search.
Zip	choice	1	5 digits	Used to determine the county and/or federal district in which to search for criminal and civil records for the current residence. Always include the Zip if the City or State are unknown. You must include at least the City and State, or the Zip. If you include all three, the Zip will be attempted first. If it is invalid, the City and State will be used for the search.

InternationalApplicantData

InternationalApplicantData includes the demographic information specific to international locations.

InternationalApplicantData Sub-Elements				
Element	Req?	Max	Format	Description
InternationalAddress	yes	1	structural	The most recent known international address.
Phone	no	1	1 to 20 characters	string

InternationalAddress Sub-Elements				
Element	Req?	Max	Format	Description
StreetAddress	yes	1	up to 80 characters	The street address of the applicant (e.g. 270 LAUREL GLENN, 926 E. 3RD STREET, 3094 LAKE DR #I-3).
City	yes	1	2 to 50 characters	The city in which the applicant resides.
PostalCode	yes	1	5 digits	Used to determine the region in which to search for criminal and civil records for the current residence.
Region	yes	1	up to 50 characters	The region in which the applicant resides. Examples: Alberta (Canada), Alsace (France), Rio Grande do Norte (Brazil).
Country	yes	1	2 characters	The ISO 3166 two-character country code where the applicant resides.

ApplicantInformation Example

The following example shows the portion of the order that includes the ApplicantInformation. This example shows the USApplicantData.

Example of ApplicantInformation

```

< . . . . >
  <ApplicantInformation>
    <FirstName>Jim</FirstName>
    <LastName>Miller</LastName>
    <BirthDate>1971-11-24</BirthDate>
    <USApplicantData>
      <USAddress>
        <StreetAddress>1335 West 2180 North</StreetAddress>
        <City>Pleasant Grove</City>
        <State>UT</State>
        <Zip>84062</Zip>
      </USAddress>
      <SocialSecurity>111-92-1003</SocialSecurity>
    </USApplicantData>
  </ApplicantInformation>
< . . . . >

```

RequestingContact

The RequestingContact information is a required element for resellers. It provides the contact information of the company for whom they are ordering the searches.







RequestingContact Sub-Elements

<i>Element</i>	<i>Req?</i>	<i>Max</i>	<i>Format</i>	<i>Description</i>
Name	no	1	at least 1 character	The name of the company for whom the search has been requested.
Address	no	1	at least 1 character	The address of the company for whom the search has been requested.
City	no	1	2 to 50 characters	The city in which the company is located.
State	no	1	1 characters	The state code where the company is located.
Zip	no	1	5 characters	The postal code where the company is located.

Searches

The Searches tag contains the elements that define the searches you want to run and allows you to include any additional information necessary to run successful searches. You can define zero or more of any search; however, for some searches, such as the InstaCheck, it doesn't make sense to submit more than one search. On the other hand, for the EducationVerification or EmploymentVerification, you can submit information from multiple institutions or employers.

Searches Attributes				
Attribute	Req?	Max	Format	Description
maxCountyCriminalSearches	no	1	integer, 1-99	The total number of county criminal searches to run, including any InstaCheck counties found plus any counties specified in the CountyCriminalSearch. Any explicitly specified counties that InstaCheck also finds will be run only once. The InstaCheck counties will be run first. Additional counties will be provided by the explicitly specified counties until the maximum is met. Default is "99".
maxFederalCriminalSearches	no	1	integer, 1-99	The total number of county criminal searches to run, including any InstaCheck counties found plus any counties specified in the FederalCriminalSearch. Any explicitly specified counties that InstaCheck also finds will be run only once. The InstaCheck counties will be run first. Additional counties will be provided by the explicitly specified counties until the maximum is met. Default is "99".

Searches Sub-Elements				
Element	Req?	Max	Format	Description
InstaCheck	choice	unbounded	empty	Validates the applicant's name, birth date, and social security number match-up. Validation is also attempted on the applicant's phone number and address and retrieves a list of the applicant's previous addresses which can be used to determine which counties to search for criminal records, and so forth. Only one identity verification search can be run on each applicant. InstaCheck always runs first.
NationalCriminalSearch	choice	unbounded	empty	Searches state and county records, sex offender registries, Department of Corrections records, court records, and proprietary criminal records databases.
CountyCriminalSearch	choice	unbounded	structural	Searches a specific county for criminal information on the applicant. Counties and the name to be searched can be provided in the XML or by using the addresses returned by the InstaCheck.
FederalCriminalSearch	choice	unbounded	structural	Initiates a United States federal district criminal court search.
CountyCivilSearch	choice	unbounded	structural	Initiates a United States county civil court search.
FederalCivilSearch 	choice	unbounded	structural	Initiates a United States federal district civil court search.
EmploymentVerification 	choice	unbounded	structural	Requests a verification of current or previous employment at a U.S. location.
DrugScreeningReport 	choice	unbounded	structural	Requests that the results of a drug test previously ordered through a LexisNexis Screening Solutions drug testing partner be attached to the background check report when completed.
CreditPlusReport 	choice	unbounded	empty	Requests the credit report for the applicant.
DriversLicenseSearch 	choice	unbounded	structural	Requests the status of the applicant's driver's license and provides the driving record.
ProfessionalLicenseVerification 	choice	unbounded	structural	Verifies the status of the applicant's professional license.

Searches Sub-Elements				
Element	Req?	Max	Format	Description
EducationVerification Applicant Only	choice	unbounded	structural	Verifies the education history of the applicant.
SexOffenderSearch Vendor Only	choice	unbounded	structural	Searches national criminal records for sex offense records. The sex offender results are provided automatically in the NationalCriminalSearch results for Applicant screenings. They must be done separately for Vendor screenings.
OFACSearch	choice	unbounded	structural	Searches the Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) list for possible matches.

InstaCheck

The InstaCheck requires no additional information to run. It pulls its information from the ApplicantInformation and USApplicantData or InternationalApplicantData element structures. You can add additional InstaCheck searches, but only one will be run. You can use attributes in InstaCheck to stop other searches if a problem with the Social Security Number is found and to automatically add counties to county and federal criminal searches.

InstaCheck Attributes				
Attribute	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, InstaCheck). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
stopIfSSNInvalid	no	1	"true" or "false"	Specifies whether to stop the search process if the social security number does not match-up with the name and birth date, or if some other fraud flag is present. If true, the other searches specified will not be run and the report will be complete with only the identity search. This attribute is optional (false if not included). It is meant to help save you the cost of additional searches when potentially false information is provided by the applicant. Default is "false".
addCountyCriminalSearches	no	1	one of 3 options	most Recent: sorts the InstaCheck counties with the first county listed being where the applicant lived most recently. timeAtResidence: sorts the InstaCheck counties by the length of time resided in county, longest first. longestAndStrongest: creates a score by combining how recently the applicant lived in the county and how long the applicant lived there. Those with higher scores (more recent and longer) are listed first. Default is no county criminal searches are added.
maxCountyCriminalSearches	no	1	integer, 1-99	Optional. Maximum number of county criminal searches to add based on InstaCheck results. Default is "99".

InstaCheck Attributes				
Attribute	Req?	Max	Format	Description
addFederalCriminalSearches	no	1	one of 3 options	mostRecent: sorts the InstaCheck counties with the first county listed being where the applicant lived most recently. timeAtResidence: sorts the InstaCheck counties by the length of time resided in county, longest first. longestAndStrongest: creates a score by combining how recently the applicant lived in the county and how long the applicant lived there. Those with higher scores (more recent and longer) are listed first. Default is no federal criminal searches are added.
maxFederalCriminalSearches	no	1	integer, 1-99	Maximum number of federal criminal searches to add based on InstaCheck results. Default is "99".
supplementNationalCriminalSearchOnly	no	1	"true" or "false"	Optional. Add county criminal searches for only those counties not covered by national criminal search. Default is "false".
yearsToSearch	no	1	integer, "7" or "10"	Indicates the number of years back to search. Default is "7".

InstaCheck Example

The following is an example of a typical InstaCheck request.

Sample of InstaCheck in a SubmitOrder Request

```
< . . . >
  <Searches>
    <InstaCheck stopIfSSNInvalid="true" />
  </Searches>
< . . . >
```

NationalCriminalSearch

The NationalCriminalSearch requires no additional information to run. It pulls its information from the ApplicantInformation and USApplicantData or InternationalApplicantData element structures.

NationalCriminalSearch Attributes				
Attribute	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, NationalCriminalSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.

NationalCriminalSearch Attributes

Attribute	Req?	Max	Format	Description
runDispositionUpdateSearches	no	1	"true" or "false"	Specifies whether the system should attempt to automatically add county criminal searches for counties where records are found. This is called a "disposition update" and is a recommended practice for records found in the national criminal database. Setting this attribute to "true" does not guarantee that county criminal searches will be run. This is because not all records returned from the national criminal database contain enough information to identify which county should be searched. Default is "false".
maxDispositionUpdateSearches	no	1	integer, 1-99	Specifies the maximum number of disposition updates to run. Default is "99".

NationalCriminalSearch Example

The following example demonstrates a NationalCriminalSearch request. The request will add up to 3 county searches, depending on the results of the search.

Example of NationalCriminalSearch in a Request

```
< . . . >
  <Searches>
    <NationalCriminalSearch
      runDispositionUpdateSearches="true"
      maxDispositionUpdateSearches="3" />
    </Searches>
< . . . >
```

CountyCriminalSearch

The CountyCriminalSearch can use data found from previous searches or be directed by your data. CountyCriminalSearch will return both felonies and misdemeanors.

CountyCriminalSearch Attribute

Attribute	Req?	Max	Format	Description
yearsToSearch	no	1	integer, "7" or "10"	Indicates the number of years back to search. Default is "7".

CountyCriminalSearch Sub-Elements

Element	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, CountyCriminalSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
FirstName	yes	1	up to 50 characters	The applicant's first name.
MiddleName	no	1	up to 50 characters	The applicant's middle name.
LastName	yes	1	up to 50 characters	The applicant's last name.

CountyCriminalSearch Sub-Elements				
Element	Req?	Max	Format	Description
City	choice	1	2 to 50 characters	The city in which the applicant resides. Always include the City and State if the Zip is unknown. You must include at least the City and State, the County and State, or the Zip. If you include all four, the Zip will be attempted first. If the Zip is invalid, County and State are used next. If the County and State are invalid, then the City and State will be used for the search.
County	choice	1	up to 50 characters	The county name to search. If the spelling of the County name matches the exact spelling in the LexisNexis list of counties, the request can be processed immediately. Otherwise, the request must be hand-processed to resolve the county name and courthouse. You can obtain the LexisNexis Screening Solutions list of county names by running the request QueryLnssCounties (see page 31).
Zip	choice	1	5 digits	Used to determine the county and/or federal district in which to search for criminal and civil records for the current residence. Always include the Zip if the City or State are unknown. You must include at least the City and State, or the Zip. If you include all three, the Zip will be attempted first. If it is invalid, the City and State will be used for the search. You can obtain the LexisNexis Screening Solutions list of zip codes by running the request QueryLnssZips (see page 31).

CountyCriminalSearch Example

The following CountyCriminalSearch example shows a single county search in Mississippi extending back 10 years.

Example of CountyCriminalSearch in an Order

```
< . . . >
  <Searches>
    <CountyCriminalSearch yearsToSearch="10">
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <City>Biloxi</City>
      <State>MS</State>
    </CountyCriminalSearch>
  </Search>
< . . . >
```

FederalCriminalSearch

The FederalCriminalSearch can use data found from previous searches or be directed by your data. FederalCriminalSearch will return both felonies and misdemeanors.

FederalCriminalSearch Attribute				
Attribute	Req?	Max	Format	Description
yearsToSearch	no	1	integer, "7" or "10"	Indicates the number of years back to search. Default is "7".

FederalCriminalSearch Sub-Elements

<i>Element</i>	<i>Req?</i>	<i>Max</i>	<i>Format</i>	<i>Description</i>
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, FederalCriminalSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
FirstName	yes	1	up to 50 characters	The applicant's first name.
MiddleName	no	1	up to 50 characters	The applicant's middle name.
LastName	yes	1	up to 50 characters	The applicant's last name.
City	choice	1	2 to 50 characters	The city in which the applicant resides. Always include the City and State if the Zip is unknown. You must include at least the City and State, the County and State, or the Zip. If you include all four, the Zip will be attempted first. If the Zip is invalid, County and State are used next. If the County and State are invalid, then the City and State will be used for the search.
County	choice	1	up to 50 characters	The county name to search. If the spelling of the County name matches the exact spelling in the LexisNexis list of counties, the request can be processed immediately. Otherwise, the request must be hand-processed to resolve the county name and courthouse. You can obtain the LexisNexis Screening Solutions list of county names by running the request QueryLnssCounties (see page 31).
State	choice	1	2 characters	Used to determine the county and/or federal district in which to search for criminal and civil records for the current residence. Always include the Zip if the City or State are unknown. You must include at least the City and State, or the Zip. If you include all three, the Zip will be attempted first. If it is invalid, the City and State will be used for the search. You can obtain the LexisNexis Screening Solutions list of zip codes by running the request QueryLnssZips (see page 31).
Zip	choice	1	5 digits	Used to determine the county and/or federal district in which to search for criminal and civil records for the current residence. Always include the Zip if the City or State are unknown. You must include at least the City and State, or the Zip. If you include all three, the Zip will be attempted first. If it is invalid, the City and State will be used for the search.

Example of FederalCriminalSearch

```

< . . . >
  <FederalCriminalSearch yearsToSearch="10">
    <FirstName>Chuck</FirstName>
    <LastName>Thomas</LastName>
    <City>Biloxi</City>
    <State>MS</State>
  </FederalCriminalSearch>
< . . . >

```

CountyCivilSearch

CountyCivilSearch looks in county civil court proceedings for cases in which the applicant was involved.

CountyCivilSearch Attributes				
Attribute	Req?	Max	Format	Description
yearsToSearch	no	1	integer: "7" or "10"	Indicates the number of years back to search. Default is "7".
courtLevel	yes	1	choice of 2 options	Each county determines a monetary amount that decides whether a civil case is handled in a higher court or lower court. The courtLevel attribute lets you determine which court level you will search. upper: include only courts that deal with higher monetary damages as determined by the county. lower: include only courts that deal with lower monetary damages as determined by the county. Indicates which court level to search. There is no default for courtLevel. You must specify one or the other.

CountyCivilSearch Sub-Elements				
Element	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, CountyCivilSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
FirstName	yes	1	up to 50 characters	The applicant's first name.
MiddleName	no	1	up to 50 characters	The applicant's middle name.
LastName	yes	1	up to 50 characters	The applicant's last name.
City	choice	1	2 to 50 characters	The city in which the applicant resides. Always include the City and State if the Zip is unknown. You must include at least the City and State, the County and State, or the Zip. If you include all four, the Zip will be attempted first. If the Zip is invalid, County and State are used next. If the County and State are invalid, then the City and State will be used for the search.
County	choice	1	up to 50 characters	The county name to search. If the spelling of the County name matches the exact spelling in the LexisNexis list of counties, the request can be processed immediately. Otherwise, the request must be hand-processed to resolve the county name and courthouse. You can obtain the LexisNexis Screening Solutions list of county names by running the request QueryLnssCounties (see page 31).
State	choice	1	2 characters	The state in which the applicant resides. Two-character, standard U.S. state abbreviation. Always include the City and State if the Zip is unknown. You must include at least the City and State, or the Zip. If you include all three, the Zip will be attempted first. If it is invalid, the City and State will be used for the search.
Zip	choice	1	5 digits	Used to determine the county and/or federal district in which to search for criminal and civil records for the current residence. Always include the Zip if the City or State are unknown. You must include at least the City and State, or the Zip. If you include all three, the Zip will be attempted first. If it is invalid, the City and State will be used for the search. You can obtain the LexisNexis Screening Solutions list of zip codes by running the request QueryLnssZips (see page 31).

CountyCivilSearch Example

The CountyCivilSearch in this example looks at upper court records over the past 10 years in a county in Mississippi.

Example of CountyCivilSearch in an Order

```
< . . . >
  <Searches>
    <CountyCivilSearch yearsToSearch="10" courtLevel="upper">
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <City>Biloxi</City>
      <State>MS</State>
    </CountyCivilSearch>
  </Search>
< . . . >
```

FederalCivilSearch

Applicant Only

FederalCivilSearch looks for federal lawsuits in which the applicant was named.

FederalCivilSearch Attribute

Attribute	Req?	Max	Format	Description
yearsToSearch	no	1	specify either "7" or "10"	Indicates the number of years back to search. Default is "7".

FederalCivilSearch Sub-Elements

Element	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, FederalCivilSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
FirstName	yes	1	up to 50 characters	The applicant's first name.
MiddleName	no	1	up to 50 characters	The applicant's middle name.
LastName	yes	1	up to 50 characters	The applicant's last name.
City	choice	1	2 to 50 characters	The city in which the applicant resides. Always include the City and State if the Zip is unknown. You must include at least the City and State, the County and State, or the Zip. If you include all four, the Zip will be attempted first. If the Zip is invalid, County and State are used next. If the County and State are invalid, then the City and State will be used for the search.
County	choice	1	up to 50 characters	The county name to search. If the spelling of the County name matches the exact spelling in the LexisNexis list of counties, the request can be processed immediately. Otherwise, the request must be hand-processed to resolve the county name and courthouse. You can obtain the LexisNexis Screening Solutions list of county names by running the request QueryLnssCounties (see page 31).

FederalCivilSearch Sub-Elements				
Element	Req?	Max	Format	Description
State	choice	1	2 characters	The state in which the applicant resides. Two-character, standard U.S. state abbreviation. Always include the City and State if the Zip is unknown. You must include at least the City and State, or the Zip. If you include all three, the Zip will be attempted first. If it is invalid, the City and State will be used for the search.
Zip	choice	1	5 digits	Used to determine the county and/or federal district in which to search for criminal and civil records for the current residence. Always include the Zip if the City or State are unknown. You must include at least the City and State, or the Zip. If you include all three, the Zip will be attempted first. If it is invalid, the City and State will be used for the search. You can obtain the LexisNexis Screening Solutions list of zip codes by running the request QueryLnssZips (see page 31).

FederalCivilSearch Example

The FederalCivilSearch in this example look at upper court records over the past 10 years in a county in Mississippi.

Example of FederalCivilSearch in an Order

```
< . . . . >
  <Searches>
    <FederalCivilSearch yearsToSearch="10">
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <City>Biloxi</City>
      <State>MS</State>
    </FederalCivilSearch>
  </Search>
< . . . . >
```

InternationalCriminalSearch

The InternationalCriminalSearch checks for criminal records in the specified country.

InternationalCriminalSearch Sub-Elements				
Element	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, InternationalCriminalSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
Name	yes	1	structural	The applicant's first name.
LastAddress	yes	1	1 to 80 characters	The applicant's middle name.
City	yes	1	1 to 50 characters	The applicant's last name.
Country	yes	1	2 character country code	The country in which to search.

InternationalCriminalSearch Sub-Elements

<i>Element</i>	<i>Req?</i>	<i>Max</i>	<i>Format</i>	<i>Description</i>
MothersMaidenName	no	1	up to 50 characters	Some countries, especially in South or Central America, require the mother's maiden name on records to help identify the applicant.

Name Sub-Elements

<i>Element</i>	<i>Req?</i>	<i>Max</i>	<i>Format</i>	<i>Description</i>
FirstName	yes	1	up to 50 characters	The applicant's first name.
MiddleName	no	1	up to 50 characters	The applicant's middle name.
LastName	yes	1	up to 50 characters	The applicant's last name.

EmploymentVerification**Applicant Only**

EmploymentVerification checks the applicant's employment claims against the employer's.

EmploymentVerification Sub-Elements

<i>Element</i>	<i>Req?</i>	<i>Max</i>	<i>Format</i>	<i>Description</i>
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, EmploymentVerification). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
Employer	yes	1	2 to 100 characters	Name of employer including identifying information that is useful for contacting the correct store or location for companies with multiple sites in one city. Avoid the use of acronyms and abbreviations when possible to increase the verification rate.
City	yes	1	2 to 50 characters	City where applicant was employed.
State	yes	1	2 characters	State where applicant was employed. Two character, standard U.S. state abbreviation.
Phone	no	1	phone number	Phone number of the person at the employer who can verify employment. This is a standard U.S. phone number in the form aaa-ppp-nnnn where aaa is the area code and ppp is the prefix (e.g. 307-293-2930).
StartDate	yes	1	year and month	The year and month when employment started. Format is yyyy-mm where yyyy is the year and mm is the month employment started (e.g., 2002-01).
EndDate	yes	1	year and month or "Present"	The year and month employment ended or "Present" to indicate current employment. Format is yyyy-mm where yyyy is the year and mm is the month employment started (e.g., 2002-01).
Position	no	1	4 to 30 characters	Position that was or is held.
Salary	no	1	4 to 30 characters	Salary or wage (e.g., \$40,000/year, \$10/hour, \$3000/month).
ReasonForLeaving	no	1	3 to 30 characters	A description of why the employment was terminated.
Comments	no	1	2 to 255 characters	Any notes or suggestions that may help the LexisNexis representative verify the employment history.

EmploymentVerification Example

The EmploymentVerification example shown below shows the verification of a single company. Additional EmploymentVerification requests could be included.

Sample of an EmploymentVerification Request

```
< . . . . >
  <Searches>
    <EmploymentVerification>
      <Employer>Some Company</Employer>
      <City>Orem</City>
      <State>UT</State>
      <StartDate>2004-01</StartDate>
      <EndDate>PRESENT</EndDate>
    </EmploymentVerification>
  </Searches>
< . . . . >
```

DrugScreeningReport

Applicant Only

The DrugScreeningReport search lets you include the results of a pre-ordered drug test to the results of the applicant's background check. The drug test must be through a LexisNexis drug screening partner and you must have the Chain of Custody Form Identification (CCFID) for the specimen.

DrugScreeningReport Sub-Elements

Element	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, DrugScreeningReport). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
CCFid	yes	1	1 to 100 characters	The Chain of Custody Form ID assigned to the applicant's specimen when the drug test was ordered.

CreditPlusReport

Applicant Only

CreditPlusReport requests the applicant's credit report. This a Fair Credit Reporting Act (FCRA) credit report. It does not include the credit report. CreditPlusReport is not available to companies that are based in California. The only sub-element available for the CreditPlusReport is SearchNumber.

CreditPlusReport Sub-Elements

Element	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, CreditPlusReport). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.

DriversLicenseSearch

Applicant Only

DriversLicenseSearch requests a report on the status of the applicant's driver's license.

DriversLicenseSearch Sub-Elements				
Element	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, DriversLicenseSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
NameOnLicense	no	1		If the name on the license is different than the applicant's name, you can use this element to specify the name to use for the driver's license search.
State	yes	1	2 characters	The state in which the driver's license was issued.
License	yes	1	1 to 20 characters	The number on the driver's license. The license number must match the format for the state in which the license was issued; otherwise, an error will be generated for the request. See "Error! Reference source not found." on page Error! Bookmark not defined..

NameOnLicense Sub-Elements				
Element	Req?	Max	Format	Description
FirstName	yes	1	up to 50 characters	The applicant's first name.
MiddleName	no	1	up to 50 characters	The applicant's middle name.
LastName	yes	1	up to 50 characters	The applicant's last name.

ProfessionalLicenseVerification

Applicant Only

ProfessionalLicenseVerification Sub-Elements				
Element	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, ProfessionalLicenseVerification). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
State	yes	1	2 characters	State in which the license was issued.
LicenseNumber	yes	1	1 to 20 characters	The number on the license.
LicenseType	yes	1	2 to 25 characters	Description of the license held (such as RN, MD, CPA, etc.).

EducationVerification

Applicant Only

EducationVerification Sub-Elements				
Element	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, EducationVerification). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
Institution	yes	1	2 to 100 characters	The name of the school or institution
City	yes	1	2 to 50 characters	The city where the institution is based.
State	yes	1	2 characters	The state where the institution is based
Phone	no	1	phone number	A standard U.S. phone number in the form aaa-ppp-nnnn where aaa is the area code and ppp is the prefix (e.g. 307-293-2930). Include the dashes.
Major	no	1	3 to 30 characters	Examples: accounting, biology, computer science, English.
Degree	yes	1	3 to 30 characters	The highest level of education accomplished. "Diploma" indicates standard high school graduation. "GED" indicates high school equivalency. Other values are compared with the data the institution provides. Examples: A.S., B.A., M.B.A., J.D.
StartDate	yes	1	year and month	The year and month of enrollment at the institution. Format is yyyy-mm where yyyy is the year and mm is the month enrollment started (e.g. 2002-01).
EndDate	no	1	year and month or "PRESENT"	"PRESENT" indicates the applicant is currently enrolled. Other values are in the form yyyy-mm where yyyy is the year and mm is the month that enrollment ended.
GraduationDate	no	1	year and month or "PRESENT"	"PRESENT" indicates the applicant is currently enrolled. Other values are in the form yyyy-mm where yyyy is the year and mm is the month that the applicant graduated.
Graduated	yes	1	"true" or "false"	true: Applicant graduated. false: Applicant did not graduate.
Comments	no	1	1 to 255 characters	Additional relevant information that may be helpful or necessary in verifying the education information.

SexOffenderSearch

Vendor Only

EducationVerification Sub-Elements				
Element	Req?	Max	Format	Description
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, SexOffenderSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
Name	no	1	structural	The name you want to search for. If this element is left out, LexisNexis will perform the screen on the name listed in the ApplicantInformation tag.
State	no	1	2 characters	Lets you enter a state to search other than the state found in the Applicant Information tag. The format is the two-character state code.

Name Sub-Elements				
<i>Element</i>	<i>Req?</i>	<i>Max</i>	<i>Format</i>	<i>Description</i>
FirstName	yes	1	up to 50 characters	The applicant's first name.
MiddleName	no	1	up to 50 characters	The applicant's middle name.
LastName	yes	1	up to 50 characters	The applicant's last name.

OFACSearch

OFACSearch uses the ApplicantInformation data to request the search. The only sub-element available for the OFACSearch is SearchNumber.

OFACSearch Sub-Elements				
<i>Element</i>	<i>Req?</i>	<i>Max</i>	<i>Format</i>	<i>Description</i>
SearchNumber	no	1	1 to 75 characters	A unique number that identifies this specific search (in this case, OFACSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.

Receiving the Results of a Screening Request

Every request you submit will return a response. A properly formatted request returns search results. If there is something wrong with the request, an error response will be returned. This section describes the response XML you receive from a request. The tables in this section describe the elements used in the report, including the element name, how many occurrences of the element you may receive in a response, what format the data will be in, and any other information that may be helpful to bring the information back into your system.

The results returned from a request are a snapshot of the present status of the searches. Some searches return completed results immediately. Other searches are done off-line and a QueryStatus request will need to be sent to obtain the completed search data at a later time. All responses return the status of all searches for the given applicant, even if they have already been returned with completed status.

ScreeningResponse

The ScreeningResponse element is the parent of all of the other elements. It contains all of the data returned from the request you sent. The data includes complete reports, notes of pending reports, or error information.

ScreeningRequest Sub-Elements			
<i>Elements</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SubmitOrderResponse	unbounded	structural	A full report including all finished search results or estimated time of completion for the results. It may alternately contain error messages describing why the order could not be entered and results could not be returned.

ScreeningRequest Sub-Elements			
<i>Elements</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
ResubmitOrderResponse	unbounded	structural	A full report including all finished search results or estimated time of completion for the results. It may alternately contain error messages describing why the order could not be entered and results could not be returned.
SubmitPartialOrderResponse	unbounded	structural	A full report including all finished search results or estimated time of completion for the results. It may alternately contain error messages describing why the order could not be entered and results could not be returned.
ResubmitPartialOrderResponse	unbounded	structural	A full report including all finished search results or estimated time of completion for the results. It may alternately contain error messages describing why the order could not be entered and results could not be returned.
CompletePartialOrderResponse	unbounded	structural	A full report including all finished search results or estimated time of completion for the results. It may alternately contain error messages describing why the order could not be entered and results could not be returned.
QueryStatusResponse	unbounded	structural	A full report including all finished search results or estimated time of completion for the results. It may alternately contain error messages describing why the order could not be entered and results could not be returned.
ValidationResponse	unbounded	structural	A report explaining why the order could not be entered and what can be done to remedy the problem.

The following sections describe the elements and sub-elements of the seven response types.

Order Responses

The Order Responses include the following:

- SubmitOrderResponse
- ResubmitOrderResponse
- SubmitPartialOrderResponse
- ResubmitPartialOrderResponse
- CompletePartialOrderResponse
- QueryStatusResponse
- QueryLnssCountiesResponse
- QueryLnssZipsResponse

These responses are all identical in the format that they return. The descriptions in the “SubmitOrderResponse” section below can be used for any of the Order Responses.

SubmitOrderResponse

SubmitOrderResponse is used in this section as an example of what any of the order responses include, with the exception of QueryLnssCountiesResponse and QueryLnssZipsResponse.

SubmitOrderResponse Sub-Element			
Element	Occurrence	Format	Description
ApplicantIdentifier	1	6 to 75 characters	The unique identifier assigned to the applicant in the original SubmitOrder request.
Failed	1, if Processed not included	structural	Indicates that some or all submitted data and requests were entered into the LexisNexis Screening Solutions data system. Note: The response will return one of the following: Failed (error occurred), Processed (results of searches requested),
Processed	1, if Failed not included	structural	Contains the results of the background search up to this point. Note: The response will return one of the following: Failed (error occurred), Processed (results of searches requested)

QueryLnssCountiesResponse

QueryLnssCountiesResponse provides the county names as listed in the LexisNexis database. You can use the list to help provide the correct county names and spellings when requesting certain reports.

QueryLnssCountiesResponse Sub-Element			
Element	Occurrence	Format	Description
County	1	6 to 75 characters	The unique identifier assigned to the applicant in the original SubmitOrder request.

County Sub-Element			
Element	Occurrence	Format	Description
CountyIdentifier	1	integer	The unique numerical code that identifies the county.
Name	1	1 to 50 characters	The name will be "Unresolved" if the county is still being researched.
State	1	2 characters	The two-character state code.

QueryLnssZipsResponse

QueryLnssZipsResponse provides the postal codes as listed in the LexisNexis database. You can use the list to help provide the correct zip codes when requesting certain reports.

QueryLnssZipsResponse Sub-Element			
Element	Occurrence	Format	Description
ZipCode	1	up to 10 characters	The postal code as listed in the LexisNexis database.
City	1	2 to 50 characters	The city in which the applicant resides. Always include the City and State if the Zip is unknown. You must include at least the City and State, the County and State, or the Zip. If you include all four, the Zip will be attempted first. If the Zip is invalid, County and State are used next. If the County and State are invalid, then the City and State will be used for the search.
CountyIdentifier	1	integer	The unique numerical code that identifies the county associated with the zip code. The CountyIdentifier is the same as the CountyIdentifier in QueryLnssCountiesResponse.

Response Data

The response data types provide the ordered reports or error messages.

Failed

A failed response may occur for a number of reasons. The response includes the code assigned to the error and, in most cases, a description of where and why the request failed. When the Failed response is returned, the Processed response is not included.

Messages that include codes above 300 are returned from a different XML schema, explained in “300 Level Errors” on page 74.

Failed Sub-Element			
Element	Occurrence	Format	Description
Error	unbounded	structural	Codes and messages explaining why the request failed.

Error Sub-Elements			
Element	Occurrence	Format	Description
Code	1	3-digit enumeration	001-099 : critical errors affecting an entire request that involve the xml message format or authentication. 100-199 : critical errors affecting an entire request that involve submitted data values. For more information, see “Errors” on page 17.
Message	1	up to 500 characters	The text of the error message.
Data	1	up to 256 characters	Contains additional data specific to the error code.
AdditionalData	1	XML document	This element allows any additional data formatted as valid xml to be included. This data is dependent on the error.

Failed Response Example

Sample of a Failed Response (bad birth date)

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <SubmitOrder>
    <ApplicantIdentifier>2006-05-26T13:49:00</ApplicantIdentifier>
    <ApplicantInformation>
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <BirthDate>2008-10-02</BirthDate>
      <USApplicantData>
        <USAddress>
          <StreetAddress>1335 West 2180 North</StreetAddress>
          <City>Pleasant Grove</City>
          <State>UT</State>
          <Zip>84062</Zip>
        </USAddress>
        <SocialSecurity>123-12-1234</SocialSecurity>
      </USApplicantData>
    </ApplicantInformation>
    <Searches>
      <InstaCheck />
      <NationalCriminalSearch />
    </Searches>
  </SubmitOrder>
</ScreeningRequest>
```

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningResponse>
  <SubmitOrderResponse>
    <ApplicantIdentifier>2006-05-19T13:17:00</ApplicantIdentifier>
    <Failed>
      <Error>
        <Code>104</Code>
        <Message>The birth date must be such that the age of the applicant is between 14 and 100.</Message>
      </Error>
    </Failed>
  </SubmitOrderResponse>
</ScreeningResponse>
```

Processed

The Processed element is only returned from a successful request. It contains the search results or pending status from each of the searches requested.

Processed Sub-Elements			
Element	Occurrence	Format	Description
ReportIdentifier	1	integer	The LexisNexis identification for the report. Use the report identifier to identify the report when calling LexisNexis customer support.
ApplicantStatus	1	4 options	The status of all searches submitted in the request: Delayed: The results are taking longer than expected to obtain because of reasons beyond the control of LexisNexis. New: A new partial order was started. One or more searches may have been started and the background check is still open. The CompletePartialOrder request has not yet been submitted. Pending: There are some searches that are not complete. No additional searches may be added to this background check. Action: Some vital data needed to complete the report has not been included in the request. Complete: All searches are complete or closed.
ApplicantResult	1	2 options	This element will be included when the ApplicantStatus is Complete. Clear: Results were completed successfully. Audit: One or more searches returned results that should be reviewed by the appropriate authority.
EstimatedCompletion	1	year, month, day	This element will be included when the ApplicantStatus is Pending. This specifies the estimated date the entire background check is expected be completed. Format is yyyy-mm-dd where yyyy is the year, mm is the month, and dd the day (e.g., 2007-01-15).
SearchResults	1	structural	Contains the background search results. Each element within SearchResults may have more than one occurrence and may come in any order.

SearchResults

SearchResults is the main part of the OrderResponse. It contains all of the search results or pending status information for each requested search. There may be more than one of each search result type (such as an EmploymentVerification for each employer requested) with the exception of searches such as InstaCheck.

SearchResults Sub-Elements			
Element	Occurrence	Format	Description
InstaCheck	unbounded	structural	The results of the InstaCheck request.
EmploymentVerification	unbounded	structural	The results of the EmploymentVerification request.
Applicant Only			
CountyCriminalSearch	unbounded	structural	The results of the CountyCriminalSearch request.
FederalCriminalSearch	unbounded	structural	The results of the FederalCriminalSearch request.
NationalCriminalSearch	unbounded	structural	The results of the NationalCriminalSearch request.
CountyCivilSearch	unbounded	structural	The results of the CountyCivilSearch request.
FederalCivilSearch	unbounded	structural	The results of the FederalCivilSearch request.
Applicant Only			
DrugScreeningReport	unbounded	structural	The results of the pre-ordered drug test.
Applicant Only			

SearchResults Sub-Elements			
Element	Occurrence	Format	Description
CreditPlusReport Applicant Only	unbounded	structural	The applicant's credit report.
DriversLicenseSearch Applicant Only	unbounded	structural	The results of the DriversLicenseSearch request.
ProfessionalLicenseVerification Applicant Only	unbounded	structural	The results of the ProfessionalLicenseVerification request.
EducationVerification Applicant Only	unbounded	structural	The results of the EducationVerification request.
SexOffenderSearch Vendor Only	unbounded	structural	The results of the SexOffenderSearch request.
OFACSearch	unbounded	structural	The results of the OFACSearch request.

InstaCheck

InstaCheck includes the results of the InstaCheck search. These include the results of the Social Security verification, address, and so forth.

InstaCheck Sub-Elements			
Element	Occurrence	Format	Description
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, InstaCheck). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchName	1	structural	The applicant's name from the original request. See "SearchName" on page 71.
SearchStatus	1	structural	Indicator of whether the InstaCheck order has been processed. If the results are not complete, the estimated completion date will be included. See "SearchStatus" on page 71.
SocialSecurityResult	1 when SearchStatus is "Complete"	1 of 5 options	<p>This element will be included when the status in SearchStatus is Complete.</p> <p>Verified: Indicates (1) that the Social Security number provided is a valid number and (2) that we verified that the Social Security number provided is associated with the first and last name provided.</p> <p>ValidNumber: Indicates that the Social Security number provided is a valid number; however we were unable to verify that the Social Security number provided was associated with the first and/or last name provided.</p> <p>BelongsToDeceased: POSSIBLE FRAUD INDICATOR! Indicates that the Social Security number provided, although valid, belongs to a deceased person.</p> <p>IssuedPriorToBirth: POSSIBLE FRAUD INDICATOR! Indicates that the Social Security number provided, although valid, was issued by the Social Security Administration prior to the date of birth provided.</p> <p>InvalidNumber: POSSIBLE FRAUD INDICATOR! Indicates that the Social Security number provided is not a valid number that was ever issued by the Social Security Administration.</p>

InstaCheck Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
AddressResult	1 when SearchStatus is "Complete"	1 of 2 options	This element will be included when the Status in SearchStatus is Complete. Verified: the address is associated with the first and last name provided. NotVerified: the address was not associated with the first and last names provided.
Addresses	1 when SearchStatus is "Complete"	structural	Any previous addresses returned during search. See the "Addresses Sub-Elements" table below.
Counties	1 when SearchStatus is "Complete"	structural	Previous counties of residence. See the "Counties Sub-Elements" table below.

Addresses Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
Address	unbounded	structural	Contains the data for a single address. There may be a number of Address elements included depending on the results of the InstaCheck.

Address Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
StreetAddress	1	string	The address of the residence
City	1	string	The city of residence
State	1	2 character state code	The state of residence
Zip	1	5 digits	The zip code of the residence
DateFirst	1	year and month	The date when the applicant is first reported to live at the address.
DateLast	1	year and month	The date when the applicant is last reported to live at the address.
FirstName	1	string	First name that was used at the address
MiddleName	1	string	Middle name that was used at the address
LastName	1	string	Last name that was used at the address

Counties Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
County	unbounded	structural	Contains the data for a single county in which the applicant resided. There may be several County elements included depending on the results of the InstaCheck.

County Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
Name	1	string	The name of the county where the applicant lived.
Zip	1	5 digits	The zip code where the applicant lived. Zip may appear with city name in lieu of county name.

County Sub-Elements			
Element	Occurrence	Format	Description
City	1	string	City where the applicant lived. City name may appear with Zip in lieu of county name.
State	1	2 character state code	The state where the applicant lived
Score	1	integer	A numeric value calculated by assessing how recently the applicant lived in the county and the length of time the applicant lived in the county. A higher score indicates that the county is a good place to conduct a search.

InstaCheck Results Example

Example of an InstaCheck Response

```

< . . . >
  <Searches>
    <InstaCheck />
  </Searches>
< . . . >

< . . . >
  <SearchResults>
    <InstaCheck>
      <SearchName>
        <FirstName>Chuck</FirstName>
        <LastName>Thomas</LastName>
      </SearchName>
      <SearchStatus>
        <Status>Complete</Status>
      </SearchStatus>
      <SocialSecurityResult>Verified</SocialSecurityResult>
      <AddressResult>Verified</AddressResult>
      <Counties>
        <County>
          <Name>UTAH</Name>
          <State>UT</State>
          <Score>23</Score>
        </County>
      </Counties>
    </InstaCheck>
  </SearchResults>
< . . . >

```

EmploymentVerification

Applicant Only

EmploymentVerification includes the results from each employment history verification requested.

EmploymentVerification Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, EmploymentVerification). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchStatus	1	structural	See "SearchStatus" on page 71.
EmploymentVerificationResults	unbounded, if SearchStatus is "Complete"	structural	Contains the results of each employment verification requested.

EmploymentVerificationResults Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
Employer	1	string	The results of the search on the name of the employer.
City	1	structural	Results of the search of the city where the employer is located. See "Verification Elements" on page 71.
State	1	structural	Results of the search of the state where the employer is located. See "Verification Elements" on page 71.
Position	1	structural	Results on the position held by the applicant. See "Verification Elements" on page 71.
Salary	1	structural	Results of the search to verify the salary earned. See "Verification Elements" on page 71.
ReasonForLeaving	1	structural	The results of the search for the reason of termination of employment. See "Verification Elements" on page 71.
StartDate	1	structural	The results of the search for the date for beginning employment at the company. See "Verification Elements" on page 71.
EndDate	1	structural	The results of the search for the date for ending employment at the company. See "Verification Elements" on page 71.
ContactReported	1	string	The person at the company who provided information to LexisNexis.
MasterVariance	1	string	A note to explain why employment could not be verified.

EmploymentVerification Example**Example of an EmploymentVerification Response**

```

< . . . >
  <Searches>
    <EmploymentVerification>
      <Employer>Some Company</Employer>
      <City>Orem</City>
      <State>UT</State>
      <StartDate>2004-01</StartDate>
      <EndDate>PRESENT</EndDate>
    </EmploymentVerification>
  </Searches>
< . . . >

```

Example of an EmploymentVerification Response

```

< . . . >
  <SearchResults>
    <EmploymentVerification>
      <SearchStatus>
        <Status>Complete</Status>
      </SearchStatus>
      <EmploymentVerificationResults>
        <Employer>
          <Alleged>Some Company</Alleged>
          <Reported>Some Company</Reported>
        </Employer>
        <City>
          <Alleged>Orem</Alleged>
          <Reported>Orem</Reported>
        </City>
        <State>
          <Alleged>UT</Alleged>
          <Reported>UT</Reported>
        </State>
        <StartDate>
          <Alleged>2004-01</Alleged>
          <Reported>2004-01</Reported>
        </StartDate>
        <EndDate>
          <Alleged>PRESENT</Alleged>
          <Reported>PRESENT</Reported>
        </EndDate>
        <ContactReported>JOANNE S. / HR SUPPORT REPRESENTATIVE</ContactReported>
      </EmploymentVerificationResults>
    </EmploymentVerification>
  </SearchResults>
< . . . >


```

CountyCriminalSearch

The CountyCriminalSearch contains the detailed results of a single county criminal records search which may contain one or more criminal cases. An instance of this element will be present for each county search that was initiated.

CountyCriminalSearch Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, CountyCriminalSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
YearsSearched	1	integer	Indicates how many years back the search went.

CountyCriminalSearch Sub-Elements			
Element	Occurrence	Format	Description
ChargeLevelSearched	1	1 of 3 options	Indicates whether the search was for felonies, misdemeanors, or both. FelonyMisdemeanor : both felonies and misdemeanors. MisdemeanorOnly : searched only for misdemeanors. FelonyOnly : searched only for felonies.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchName	1	structural	See "SearchName" on page 71.
Location	1	structural	The county in which the records search was conducted. See "Location" on page 72.
SearchStatus	1	structural	See "SearchStatus" on page 71.
CriminalResults	1 if SearchStatus is "Complete"	1 of 3 options	Clear : No records of any type were found for this search. Record : One or more records were found. NameMatchOnly : Records were found, but only by matching the name not the birth date. It is quite likely that the records found are not actually associated with the applicant.
Cases	1 if CriminalResults is not "Clear"	structural	Contains one or more criminal cases. This element will only be present if CriminalResults is "Record." See "Cases" on page 72.  Vendor Only For Vendor screenings, Cases also includes arrest records.

CountyCriminalSearch Example

Example of a CountyCriminalSearch Response

```
< . . . . >
  <Searches>
    <CountyCriminalSearch>
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <State>MS</State>
      <Zip>39532</Zip>
    </CountyCriminalSearch>
  </Searches>
< . . . . >
```

```
< . . . . >
  <SearchResults>
    <CountyCriminalSearch>
      <SearchName>
        <FirstName>CHUCK</FirstName>
        <LastName>THOMAS</LastName>
      </SearchName>
      <Location>
        <State>MS</State>
        <County>HARRISON</County>
      </Location>
    </CountyCriminalSearch>
  </SearchResults>
< . . . . >
```

Example of a CountyCriminalSearch Response

```


    <YearsSearched>7</YearsSearched>
    <ChargeLevelSearched>FelonyMisdemeanor</ChargeLevelSearched>
    <SearchStatus>
      <Status>Pending</Status>
      <EstimatedCompletion>2006-05-29T13:49:52</EstimatedCompletion>
    </SearchStatus>
  </CountyCriminalSearch>
</SearchResults>
< . . . . >

```

FederalCriminalSearch

FederalCriminalSearch contains the detailed results of a criminal records search, which may contain one or more criminal cases, for a single federal district. An instance of this element will be present for each federal district search that was initiated.

FederalCriminalSearch Sub-Elements

Element	Occurrence	Format	Description
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, FederalCriminalSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchName	1	structural	See "SearchName" on page 71.
FederalDistrict	1		The federal district in which the records search was conducted.
YearsSearched	1	integer	Indicates how many years back the search went.
ChargeLevelSearched	1	1 of 3 options	Indicates whether the search was for felonies, misdemeanors, or both. FelonyMisdemeanor : both felonies and misdemeanors. MisdemeanorOnly : searched only for misdemeanors. FelonyOnly : searched only for felonies.
SearchStatus	1	structural	See "SearchStatus" on page 71.
CriminalResults	1 if SearchStatus is "Complete"	1 of 3 options	Clear : No records of any type were found for this search. Record : One or more records were found. NameMatchOnly : Records were found, but only by matching the name not the birth date. It is quite likely that the records found are not actually associated with the applicant.
Cases	1 if CriminalResults is not "Clear"	structural	Contains one or more criminal cases. This element will only be present if CriminalResults is "Record." See "Cases" on page 72.  Vendor Only For Vendor screenings, Cases also includes arrest records.

FederalCriminalSearch Example**Example of a FederalCriminalSearch Response**

```

< . . . . >
  <Searches>

```

Example of a FederalCriminalSearch Response

```

    <FederalCriminalSearch yearsToSearch="10">
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <State>MS</State>
      <Zip>39532</Zip>
    </FederalCriminalSearch>
  </Searches>
< . . . . >

< . . . . >
  <SearchResults>
    <FederalCriminalSearch>
      <SearchName>
        <FirstName>CHUCK</FirstName>
        <LastName>THOMAS</LastName>
      </SearchName>
      <FederalDistrict>S District of MS</FederalDistrict>
      <YearsSearched>10</YearsSearched>
      <ChargeLevelSearched>FelonyMisdemeanor</ChargeLevelSearched>
      <SearchStatus>
        <Status>Pending</Status>
        <EstimatedCompletion>2006-05-28T13:49:52</EstimatedCompletion>
      </SearchStatus>
    </FederalCriminalSearch>
  </SearchResults>
< . . . . >

```

NationalCriminalSearch

NationalCriminalSearch contains the detailed results of a US nation-wide criminal records search, which may contain one or more criminal cases.

NationalCriminalSearch Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, NationalCriminalSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchName	1	structural	See "SearchName" on page 71.
SearchStatus	1	structural	See "SearchStatus" on page 71.
CriminalResults	1 if SearchStatus is "Complete"	1 of 3 options	Clear: No records of any type were found for this search. Record: One or more records were found. NameMatchOnly: Records were found, but only by matching the name not the birth date. It is quite likely that the records found are not actually associated with the applicant.

NationalCriminalSearch Sub-Elements

Element	Occurrence	Format	Description
Cases	1 if CriminalResults is not "Clear"	structural	Contains one or more criminal cases. This element will only be present if CriminalRecords is "Record." See "Cases" on page 72. Vendor Only For Vendor screenings, Cases also includes arrest records.

NationalCriminalSearch Results Example**Example of a NationalCriminalSearch Response**

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <SubmitOrder>
    <ApplicantIdentifier>2006-05-26T13:49:00</ApplicantIdentifier>
    <ApplicantInformation>
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <BirthDate>1968-10-02</BirthDate>
      <USApplicantData>
        <USAddress>
          <StreetAddress>1335 West 2180 North</StreetAddress>
          <City>Pleasant Grove</City>
          <State>UT</State>
          <Zip>84062</Zip>
        </USAddress>
        <SocialSecurity>123-12-1234</SocialSecurity>
      </USApplicantData>
    </ApplicantInformation>
    <Searches>
      <NationalCriminalSearch />
    </Searches>
  </SubmitOrder>
</ScreeningRequest>
```

```
< . . . >
  <SearchResults>
    <NationalCriminalSearch>
      <SearchName>
        <FirstName>Chuck</FirstName>
        <LastName>Thomas</LastName>
      </SearchName>
      <SearchStatus>
        <Status>Complete</Status>
      </SearchStatus>
      <CriminalResults>Record</CriminalResults>
```

Example of a NationalCriminalSearch Response

```

<Cases>
  <Case>
    <FiledDate>2000-01-02T00:00:00</FiledDate>
    <ChargeLevel>MISDEMEANOR</ChargeLevel>
    <CaseNumber>RSDF54ASD546F5A4S</CaseNumber>
    <Charge>THEFT</Charge>
    <Disposition>01/31/2000 - GUILTY</Disposition>
    <Jurisdiction>UTAH COURTS</Jurisdiction>
    <County>SALT LAKE</County>
    <NameOnFile>Thomas, Chuck</NameOnFile>
    <Sentence>3 MONTHS</Sentence>
  </Case>
  <Case>
    <FiledDate>2000-01-01T00:00:00</FiledDate>
    <ChargeLevel>FELONY</ChargeLevel>
    <CaseNumber>ASDF54ASD546F5A4S</CaseNumber>
    <Charge>AGGRAVATED ASSAULT</Charge>
    <Disposition>01/31/2000 - GUILTY</Disposition>
    <Jurisdiction>UTAH CORRECTIONS</Jurisdiction>
    <County />
    <NameOnFile>Thomas, Chuck</NameOnFile>
    <Sentence>3 YEARS</Sentence>
  </Case>
</Cases>
</NationalCriminalSearch>
</SearchResults>
< . . . >

```

CountyCivilSearch

CountyCivilSearch returns the results of civil hearings involving the applicant on a county basis.

CountyCivilSearch Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, CountyCivilSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchName	1	structural	See "SearchName" on page 71.
Location	1	structural	The county in which the records search was conducted. See "Location" on page 72.
YearsSearched	1	integer	Indicates how many years back the search went.

CountyCivilSearch Sub-Elements			
Element	Occurrence	Format	Description
CourtLevelSearched	1	1 of 3 options	Each county determines a monetary amount that decides whether a civil case is handled in a higher court or lower court. CourtLevelSearched indicates which court level was searched. UpperLower: searched both the upper and lower courts. Upper: searched only those courts that deal with higher monetary damages. Lower: searched only those courts that deal with lower monetary damages.
SearchStatus	1 if SearchStatus is "Complete"	structural	See "SearchStatus" on page 71.
Cases	1 if CriminalResults is not "Clear"	structural	Contains one or more criminal cases. This element will only be present if CriminalRecords is "Record." See "Cases" on page 72.

CountyCivilSearch Results Example

Example of a CountyCivilSearch Response

```

< . . . . >
  <Searches>
    <CountyCivilSearch courtLevel="lower">
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <City>Biloxi</City>
      <State>MS</State>
    </CountyCivilSearch>
  </Searches>
< . . . . >

< . . . . >
  <SearchResults>
    <CountyCivilSearch>
      <SearchName>
        <FirstName>CHUCK</FirstName>
        <LastName>THOMAS</LastName>
      </SearchName>
      <Location>
        <State>MS</State>
        <County>Unresolved</County>
      </Location>
      <YearsSearched>7</YearsSearched>
      <CourtLevelSearched>LowerOnly</CourtLevelSearched>
      <SearchStatus>
        <Status>Pending</Status>
        <EstimatedCompletion>2006-05-29T13:49:53</EstimatedCompletion>
      </SearchStatus>
    </CountyCivilSearch>
  </SearchResults>
< . . . . >

```


Example of a CountyCivilSearch Response**FederalCivilSearch****Applicant Only**

FederalCivilSearch returns the results of a search of federal civil cases involving the applicant.

FederalCivilSearch Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, FederalCivilSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchName	1	structural	See "SearchName" on page 71.
FederalDistrict	1	string	The federal district in which the records search was conducted.
YearsSearched	1	integer	Indicates how many years back the search went.
CourtLevelSearched	1	1 of 3 options	Each county determines a monetary amount that decides whether a civil case is handled in a higher court or lower court. CourtLevelSearched indicates which court level was searched. UpperLower: searched both the upper and lower courts. Upper: searched only those courts that deal with higher monetary damages. Lower: searched only those courts that deal with lower monetary damages.
SearchStatus	1	structural	See "SearchStatus" on page 71.
Cases	1	structural	Contains one or more civil cases. See "Cases" on page 72.

FederalCivilSearch Results Example**Example of a FederalCivilSearch Response**

```
< . . . >
  <Searches>
    <FederalCivilSearch yearsToSearch="10">
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <City>Biloxi</City>
      <State>MS</State>
    </FederalCivilSearch>
  </Searches>
< . . . >
```

```
< . . . >
  <SearchResults>
    <FederalCivilSearch>
      <SearchName>
        <FirstName>CHUCK</FirstName>
```

Example of a FederalCivilSearch Response

```

    <LastName>THOMAS</LastName>
  </SearchName>
  <FederalDistrict>Unresolved</FederalDistrict>
  <YearsSearched>10</YearsSearched>
  <CourtLevelSearched>UpperOnly</CourtLevelSearched>
  <SearchStatus>
    <Status>Complete</Status>
  </SearchStatus>
  <Cases>
    <Case>
      <Court>SomeCourt</Court>
      <FiledDate>2006-05-26T13:50:01</FiledDate>
      <CaseNumber>02304</CaseNumber>
      <CaseType>COMPLAINT</CaseType>
      <DefendantNameLast>
        BLOW, JOE; DOE, JANE; ACME INSURANCE COMPANY
      </DefendantNameLast>
      <PlaintiffNameLast>Thomas, Chuck </PlaintiffNameLast>
      <Results>Record</Results>
      <AdditionalInformation>
        - IDENTIFIED BY NAME - IDENTIFIED BY DOB -
      </AdditionalInformation>
    </Case>
  </Cases>
</FederalCivilSearch>
</SearchResults>
< . . . >

```

InternationalCriminalSearch

The InternationalCriminalSearch contains the detailed results of a criminal records search for a single country. It may contain one or more criminal records. The InternationalCriminalSearch tag is included for each country searched.

InternationalCriminalSearch Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, InternationalCriminalSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchName	1	structural	See "SearchName" on page 71.
MothersMaidenName	1	string	The maiden name as included in the request.
LastAddress	1	string	The most recent address the applicant is known to have had in the country searched.
City	1	string	The most recent city the applicant is known to have lived in.
Country	1	2-character country code	The 2-character code used to identify the country searched.
SearchIdentifier	1	integer	Provides a unique code for the search results set.

InternationalCriminalSearch Sub-Elements			
Element	Occurrence	Format	Description
SearchStatus	1	structural	See "SearchStatus" on page 71.
CriminalResults	1 if SearchStatus is "Complete"	1 of 3 options	Clear: No records of any type were found for this search. Record: One or more records were found. NameMatchOnly: Records were found, but only by matching the name not the birth date. It is quite likely that the records found are not actually associated with the applicant.
Cases	1 if CriminalResults is not "Clear"	structural	Contains one or more criminal cases. This element will only be present if CriminalRecords is "Record." See "Cases" on page 72.

DrugScreeningReport

Applicant Only

The DrugScreeningReport includes the results of the drug test that was pre-ordered through a LexisNexis partner. The results are included as an XML report.

DrugScreeningReport Sub-Elements			
Element	Occurrence	Format	Description
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, DrugScreeningReport). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
CCFid	1	1 to 100 characters	The Chain of Custody Form ID (CCFID) included in the DrugScreeningReport request you submitted.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchStatus	1	structural	See "SearchStatus" on page 71.
Result	1	XML	Contains the XML results of the drug screening report exactly as they were delivered to LexisNexis. The schema and format for this report are not defined in this schema.

CreditPlusReport

Applicant Only

The CreditPlusReport returns the applicant's credit report. The credit report is included as an XML report.

CreditPlusReport Sub-Elements			
Element	Occurrence	Format	Description
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, CreditPlusReport). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchStatus	1	structural	See "SearchStatus" on page 71.

CreditPlusReport Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
Result	1	XML	Contains the XML results of the credit report exactly as they were delivered to LexisNexis. This is a FCRA report and does not include the applicant's credit score. The schema and format for this report are not defined in this schema.

DriversLicenseSearch**Applicant Only**

The DriversLicenseSearch results include the status of the requested driver's license and the associated driving record.

DriversLicenseSearch Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, DriversLicenseSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchStatus	1	structural	See "SearchStatus" on page 71.
Result	1	enumeration	Lists the current status of the driver's license: <ul style="list-style-type: none"> • Valid • Suspended • Expired • Not Found • Revoked • Surrendered • Cancelled/Denied • Not Licensed • None
StateResult	1	2 characters	The state in which the license was checked.
LegalClassResult	1	1 to 20 characters	The legal class of the license as reported by the state.
NameOnLicense	1	1 to 50 characters	The name that was found on the license.
Report	1	1 to 10,000 characters	A text report from the state that indicates the status of the license and includes the driving record of the applicant.

ProfessionalLicenseVerification**Applicant Only**

The ProfessionalLicenseVerification compares the information given by the applicant to the information received from the professional license institution.

ProfessionalLicenseVerification Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, ProfessionalLicenseVerification). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchStatus	1	structural	See "SearchStatus" on page 71.
ProfessionalLicenseResults	1	enumeration	Lists the current status of the professional license: <ul style="list-style-type: none"> • Active • Revoked • Expired • Suspended • Not Found

EducationVerification**Applicant Only**

EducationVerification compares the information given by the applicant to the information received from the educational institution.

EducationVerification Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, EducationVerification). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchStatus	1	structural	See "SearchStatus" on page 71.
EducationVerificationResults	1	structural	Contains the results of the search

EducationVerificationResults Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
Institution	1	structural	Results of the search to verify the name of the educational institution. The format for the Alleged and Reported elements is 2 to 100 characters. See "Verification Elements" on page 71.
City	1	structural	Results of the search to verify the city where the institution is located. The format for the Alleged and Reported elements is 2 to 50 characters. See "Verification Elements" on page 71.
State	1	structural	Results of the search to verify the state where the institution is located. The format for the Alleged and Reported elements is 2 characters. See "Verification Elements" on page 71.
Major	1	structural	Results of the search to verify the major studied. See "Verification Elements" on page 71.
Degree	1	structural	Results of the search to verify the degree earned. See "Verification Elements" on page 71.

EducationVerificationResults Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
StartDate	1	structural	Results of the search to verify when the applicant began study at the institution. The format for the Alleged and Reported elements is yyyy-mm. See "Verification Elements" on page 71.
EndDate	1	structural	Results of the search to verify when the applicant left the institution. The format for the Alleged and Reported elements is yyyy-mm. See "Verification Elements" on page 71.
Graduated	1	structural	Results of the search to verify whether the applicant graduated from the institution. See "Verification Elements" on page 71.
GraduationDate		structural	Results of the search to verify when the applicant graduated from the institution. The format for the Alleged and Reported elements is yyyy-mm. See "Verification Elements" on page 71.
MasterVariance	1	2 to 100 characters	A comment used to explain why the education couldn't be verified.

SexOffenderSearch**Vendor Only****SexOffenderSearch Sub-Elements**

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, SexOffenderSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchStatus	1	structural	See "SearchStatus" on page 71.
Result	1	enumeration	Record: There is a sex offense record that matches the applicant's identity. Clear: No record was found on the sex offense records that match the applicant's identity.

OFACSearch**OFACSearch Sub-Elements**

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
SearchNumber	1	string	A unique number assigned by the requesting client that identifies this specific search (in this case, OFACSearch). LexisNexis does not store or validate the SearchNumber. It is passed through as an identifier linking the request to the results.
SearchIdentifier	1	integer	Provides a unique code for the search results set.
SearchStatus	1	structural	See "SearchStatus" on page 71.
Result	1	enumeration	Match: There was a name match on the applicant's first and last name with an entry in the OFAC list of specially designated nationals and blocked persons. Clear: No record was found on the OFAC list of specially designated nationals and blocked persons.

Common Elements

SearchName

SearchName lists the applicant's name as it appeared when submitted. It is helpful in troubleshooting to determine if the name was submitted accurately. It is included in the results of most searches.

SearchName Sub-Elements			
Element	Occurrence	Format	Description
FirstName	1	Up to 50 characters.	The applicant's first name.
MiddleName	1	Up to 50 characters.	The applicant's last name.
LastName	1	Up to 50 characters.	The applicant's middle name.

SearchStatus

SearchStatus indicates whether the search has been completed. If the search has not been completed, the status will be reported as "Pending" and an estimated completion date will be listed.

SearchStatus Sub-Elements			
Element	Occurrence	Format	Description
Status	1	1 of 2 options	Pending: The search results are not yet complete. Complete: The report has been fully compiled. Canceled: Contact your LexisNexis representative for information about this status.
EstimatedCompletion	1, if the status is Pending	year, month, day	This specifies the estimated date the search will be completed. Format is yyyy-mm-dd where yyyy is the year, mm is the month, and dd the day (e.g., 2007-01-15).

Verification Elements

The elements below are common to elements that compare what the applicant alleged to what an employer or institute contact reported. These elements are included for each data type (name, address, reason for leaving, etc.) included in results for such searches as EmploymentVerification.

Verification Element Sub-Elements			
Element	Occurrence	Format	Description
Alleged	1	string, integer, or date	The data reported by the applicant.
Reported	1	string, integer, or date	The data reported by an employer, institution, or other entity.
Variance	1	string	A note expressing the difference between the Alleged and Reported data.

Location

Location is used in county searches to identify the county in which the search was performed.

Location Sub-Elements			
Element	Occurrence	Format	Description
State	1	2 characters	Two-letter standard state abbreviation.
County	1	string	The name of the county. If the county is not found, Researching County will be included. Unresolved: Indicates that no county was found associated with the zip code and that the appropriate county is being determined. This text appears only when no county could be found.

Cases

Cases lists each court case in which the applicant was involved. Cases will not be included in the results unless SearchStatus is "Record."

Cases Sub-Elements			
Element	Occurrence	Format	Description
Case	Unbounded	1 of 2 options	Pending: The search results are not yet complete. Complete: The report has been fully compiled.

Case Sub-Elements			
Element	Occurrence	Format	Description
Court	1	string	The name of the court in which the case was tried. Up to 50 characters.
FiledDate	1	year, month, day	The date the file on the court proceeding was recorded. Format is yyyy-mm-dd where yyyy is the year, mm is the month, and dd the day (e.g., 2007-01-15).
ChargeLevel	1	string	The level of offense (e.g., misdemeanor or felony).
CaseNumber	1	string	The number of the case on record.
Charge	1	string	The crime with which the applicant was charged.
Disposition	1	string	Result of the trial (i.e., Guilty, Dismissed, Deferred Adjudication, etc.).
Jurisdiction	1	string	The legal entity that has authority over the trial.
County	1	string	County where the case was tried.
NameOnFile	1	string	Name reported on the case file.
Sentence	1	string	The outcome of the case.
OtherInfo	1	string	Any other notes included.

ValidationResponse

A ValidationResponse is sent when an error occurs in which LexisNexis cannot process the request. The presence of this element indicates that errors were encountered that were so severe that no data was entered into the LexisNexis Screening Solutions data system. This happens in cases of incomplete or incorrect information submitted in the request. The error message and code sent in the ValidationResponse should help you remedy the problem.

ValidationResponse Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
Failed	1	structural	Indicates that an error occurred in processing the order that the system could not remedy. Includes the codes and messages to help you locate and fix the problem.

Failed Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
Error	unbounded	structural	The code and messages explaining why the request failed.

Error Sub-Elements

<i>Element</i>	<i>Occurrence</i>	<i>Format</i>	<i>Description</i>
Code	1	3-digit enumeration	001-099 : critical errors affecting an entire request that involve the xml message format or authentication. 100-199 : critical errors affecting an entire request that involve submitted data values. See "Errors" on page 17.
Message	1	up to 500 characters	The text of the error message.
Data	1	up to 256 characters	Contains additional data specific to the error code.
AdditionalData	1	XML document	This element allows any additional data formatted as valid XML to be included. This data is dependent on the error.

Sample of a Failed Response (bad birth date)

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <SubmitOrder>
    <ApplicantIdentifier>2006-05-26T13:49:00</ApplicantIdentifier>
    <ApplicantInformation>
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <BirthDate>2008-10-02</BirthDate>
      <USApplicantData>
        <USAddress>
          <StreetAddress>1335 West 2180 North</StreetAddress>
          <City>Pleasant Grove</City>
          <State>UT</State>
          <Zip>84062</Zip>
        </USAddress>
        <SocialSecurity>123-12-1234</SocialSecurity>
      </USApplicantData>
    </ApplicantInformation>
    <Searches>
```

Sample of a Failed Response (bad birth date)

```

    <InstaCheck />
    <NationalCriminalSearch />
  </Searches>
</SubmitOrder>
</ScreeningRequest>

<?xml version="1.0" encoding="utf-8" ?>
<ScreeningResponse>
  <SubmitOrderResponse>
    <ApplicantIdentifier>2006-05-19T13:17:00</ApplicantIdentifier>
    <Failed>
      <Error>
        <Code>104</Code>
        <Message>The birth date must be such that the age of the applicant is between 14 and
100.</Message>
      </Error>
    </Failed>
  </SubmitOrderResponse>
</ScreeningResponse>

```

300 Level Errors

Responses for error codes of 300 or greater are sent from a different XML schema. The root element is ErrorResponse. The table below describes the elements.

ErrorResponse Sub-Elements			
Element	Occurrence	Format	Description
Code	1	3-digit enumeration	300: Exception while processing input XML. 301: The input XML was not well formed and could not be read. 302: The input XML root element or version is unrecognized. See "Errors" on page 17.
Message	1	up to 500 characters	The text of the error message.
Data	1	up to 256 characters	Contains additional data specific to the error code.
AdditionalData	1	XML document	This element allows any additional data formatted as valid xml to be included. This data is dependent on the error.

300 Level Error Example

This error response example shows the response you may receive in response to a request that has an XML error. In the request, instead of a </SubmitOrder> closing tag, there is a </ResubmitOrder> tag. Notice that the Data element instructs you where to find the error and why it is a problem.

Example of an Error Response

Example of an Error Response

```
<?xml version="1.0" encoding="utf-8" ?>
<ScreeningRequest>
  <Version>4.0</Version>
  <User>chuck.thomas@lexisnexis.com</User>
  <Password>Testpass1</Password>
  <SubmitOrder>
    <ApplicantIdentifier>2006-05-19T13:17:00</ApplicantIdentifier>
    <ApplicantInformation>
      <FirstName>Chuck</FirstName>
      <LastName>Thomas</LastName>
      <FormerName>
        <FirstName>Charles</FirstName>
        <MiddleName>W.</MiddleName>
        <LastName>Thomas</LastName>
      </FormerName>
      <BirthDate>2010-10-02</BirthDate>
      <Gender>male</Gender>
      <Email>asdf@asdf.com</Email>
      <USApplicantData>
        <USAddress>
          <StreetAddress>1335 West 2180 North</StreetAddress>
          <City>Pleasant Grove</City>
          <State>UT</State>
          <Zip>84062</Zip>
        </USAddress>
        <SocialSecurity>123-12-1234</SocialSecurity>
      </USApplicantData>
    </ApplicantInformation>
    <Searches>
      <FederalCivilSearch yearsToSearch="10">
        <FirstName>Chuck</FirstName>
        <LastName>Thomas</LastName>
        <City>Biloxi</City>
        <State>MS</State>
      </FederalCivilSearch>
    </Searches>
  </SubmitOrder>
</ScreeningRequest>
```



```
<?xml version="1.0" encoding="utf-8" ?>
<ErrorResponse>
  <Code>301</Code>
  <Message>The input XML was not well formed and could not be read.</Message>
  <Data>The 'SubmitOrder' start tag on line '6' does not match the end tag of 'ResubmitOrder'. Line
37, position 4.</Data>
</ErrorResponse>
```

Appendix A: Glossary

Applicant

The person for whom the background check is being conducted who is applying for some position, clearance, or certification.

Applicant Tracking System (ATS)

Software system used to record and manage job applicants.

Background check

A combination of one or more public records searches for a single person to determine whether they are eligible to receive employment, participate in an event or organization, etc. Background checks are also referred to as reports.

Background Check Report

Formatted, human-readable report containing the results of the background check. These reports are provided in a text format (HTML by default).

Customer Logic

Customer-specific logic that is written by LexisNexis on behalf of and in response to a written request by a customer to modify the integration behavior for that customer's requests. Examples of integration behavior include: how duplicates are detected, types and numbers of criminal and civil records searches, notification protocols at various processing points, etc.

Event

A significant step or point in the creation of a background check at which time customer-specific logic or processing can be performed. Events include creation of a report or records search, completion of a report or records search, completion of a single step in the processing of a search such as leaving a voice mail at an educational institution, etc.

Notification Protocol

How a customer or vendor is notified of significant events that occur during the processing of a background check. The most common protocol is HTTPS/XML post and email.

Package

A set of products that are sold as a group to a single customer for a fixed amount. The price is the same whether all products are included in a particular background check or not.

Processing steps

All the work that was performed, from the time the background check request was received until it was completed, to find and compile public record and other information as requested for the applicant. Examples include sending a consent to an employer or educational institution, leaving messages, requesting additional details from vendors, etc.

Request

An XML message sent via HTTPS protocol to initiate a new background check or correct data in, add additional searches to, or retrieve status and results from a previously submitted background check.

Results

As used in this context, results refer to the actual data that was retrieved in the one or more public records searches that were conducted for the specified individual. This is in contrast to status or processing status which refers to the current state of the work being performed in order to retrieve the results.

Screening

See “Verification” and “Search.”

Search

A single public records inquiry for a single person to determine eligibility as described in “Applicant.” This is also referred to as a screening or verification. Examples include county criminal record searches, federal civil record searches, driver’s license records search, etc.

Status

Also referred to as processing status, this is the current state of the work being performed to retrieve the background check results.

Trading Partner

A customer, integration partner, or vendor who sends requests to LexisNexis.

Verification

A service where companies and educational institutions are contacted to confirm employment, education, and certifications. Examples are previous employment verification, education verification, professional license verification, etc.

Appendix B: State Driver's License Formats

When you submit a driver's license number, it must conform to the format defined by the state. If the driver's license format you submit is incorrect, a format error will be returned for the request. The following table lists the formats for all the states and territories that LexisNexis searches.

Code	State or Territory	Format
AK	ALASKA	7 Digits
AL	ALABAMA	7 Digits
AR	ARKANSAS	9 Digits
AS	AMERICAN SAMOA	NULL
AZ	ARIZONA	(Two Letters + 3-6 Digits) or SSN or (1 Letter + 8 Digits)
CA	CALIFORNIA	Any Letter + 7 Digits
CO	COLORADO	(Any Letter + 3-6 Digits) or (9 Digits - Not SSN)
CT	CONNECTICUT	9 Digits
DC	DISTRICT OF COLUMBIA	7 Digits or 9 Digits
DE	DELAWARE	6-7 Digits
FL	FLORIDA	1st Letter of Last Name + 12 Digits
FM	FEDERATED STATES OF MICRONESIA	NULL
GA	GEORGIA	6-9 Digits
GU	GUAM	NULL
HI	HAWAII	9 Digits or Letter H + 8 Digits
IA	IOWA	9 Digits or 3 Digits + 2 Letters + 4 Digits
ID	IDAHO	9 Digits or 2 Letters + 6 Digits + 1 Letter
IL	ILLINOIS	1st Letter of Last Name + 11 Digits
IN	INDIANA	10 Digits or a Letter + 9 Digits
KS	KANSAS	SSN or Letter K + 8 Digits
KY	KENTUCKY	9 Digits or 1 Letter + 8 Digits
LA	LOUISIANA	9 Digits (Must begin with 00)

Code	State or Territory	Format
MA	MASSACHUSETTS	9 Digits or 1 Letter + 8 Digits
MD	MARYLAND	1st Letter of Last Name + 12 Digits
ME	MAINE	7 Digits
MH	MARSHALL ISLANDS	NULL
MI	MICHIGAN	1st Letter of Last Name + 12 Digits
MN	MINNESOTA	1st Letter of Last Name + 12 Digits
MO	MISSOURI	SSN or 1 Letter + 6-7 Digits or 1 Letter + 9 Digits
MP	NORTHERN MARIANA ISLANDS	NULL
MS	MISSISSIPPI	9 Digits
MT	MONTANA	9 Digits or (1 Letter + 4 Digits + 3 Letters + 1 Digit) or 13 Digits
NC	NORTH CAROLINA	5-12 Digits
ND	NORTH DAKOTA	9 Digits or 3 Letters + 6 Digits
NE	NEBRASKA	Any Letter + 6-8 Digits
NH	NEW HAMPSHIRE	2 Digits + 1st Letter of Last Name + Last Letter of Last Name + 1st Letter of First Name + 5 Digits
NJ	NEW JERSEY	1st Letter of Last Name + 14 Digits
NM	NEW MEXICO	9 Digits
NV	NEVADA	10 Digits or 12 Digits
NY	NEW YORK	9 Digits
OH	OHIO	2 Letters + 6 Digits or SSN
OK	OKLAHOMA	9 Digits
OR	OREGON	1-9 Digits
PA	PENNSYLVANIA	8 Digits
PR	PUERTO RICO	NULL
PW	PALAU	NULL
RI	RHODE ISLAND	7 Digits
SC	SOUTH CAROLINA	7-9 Digits
SD	SOUTH DAKOTA	11 Digits or SSN or 8 Digits
TN	TENNESSEE	7-9 Digits
TX	TEXAS	8 Digits (Must Begin With 0, 1 or 2)
UT	UTAH	4-10 Digits
VA	VIRGINIA	9 Digits or 1 Letter + 8 Digits
VI	VIRGIN ISLANDS	NULL
VT	VERMONT	8 Digits or 7 Digits + 1 Letter
WA	WASHINGTON	5 Letters of Last Name + Initial of 1st and Middle Names + 5 Digits and Letters Combined
WI	WISCONSIN	1st Letter of Last Name + 13 Digits
WV	WEST VIRGINIA	Any Letter + 6 Digits or 2 Letters + 5 Digits or Digit 1, Letter X + 5 Digits or 7 Digits
WY	WYOMING	9 or 10 Digits
AP	APO	NULL
AE	ARMED FORCES EUROPE	NULL
AA	ARMED FORCES AMERICAS	NULL

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