

**EMPLOYEE BACKGROUND INVESTIGATION SERVICE  
PARTICIPANT AGREEMENT**

This AGREEMENT, dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, is entered into by and between Local Government Services, Inc (“LGS”), a wholly owned subsidiary of the Iowa Association of School Boards (“IASB”) and \_\_\_\_\_ (the "Customer").

**IT IS AGREED:**

1. The Customer is either a member of the IASB or has been accepted as a non-member participant in the Employee Background Investigation Service following receipt of a signed copy of this agreement.
2. The Customer agrees to participate for a minimum initial period beginning on the date above and ending June 30, 2010. Participation shall be automatically renewed each year on July 1 for an additional twelve (12) month period unless terminated by either party by giving the other written termination notice thirty (30) days prior to the renewal date.
3. The Customer agrees to pay LGS for each Employee Background Investigation performed and invoiced according to the terms set out on Attachment A.
4. LGS shall provide an updated Attachment A to Customer not later than May 15 each year.
5. The Customer hereby appoints LGS as its contracting agent; provided, however, the Customer shall remain solely responsible for all payments, liabilities and administrative fees relating to its participation and use of the Employee Background Investigation Service.
6. The Customer hereby agrees to and understands the following:
  - A) To be in compliance with the Fair Credit Reporting Act (FCRA), P.L. 91-508 when requesting consumer credit information (Consumer Report).
  - B) Consumer Reports requested by agents or employees of the Customer will be used solely for the purposes of considering an employee/job applicant for employment, promotion, reassignment or retention; or, for insurance or any other legitimate business need set forth in the FCRA 604. Any other use of this information is punishable by law.
  - C) Customer understands that individual states may have laws that regulate the use of this information and it is up to the Customer to identify and comply with such laws. By signing this agreement, Customer certifies awareness that the FCRA of 1964 (as amended) creates responsibilities and obligations for the Customer. Customer understands these obligations and agrees to abide by them.
  - D) Upon taking adverse action (e.g. denial of hire or refusal of promotion) based whole or in part on information obtained in a Consumer Report, Customer will provide employee/applicant with a copy of said report including name, address and telephone number of the Credit Reporting Agency.
  - E) LGS’s provider, One Source, gathers information for Consumer Reports through a number of databases that have been developed and are maintained by government agencies, private corporations and other fallible human sources and therefore neither LGS nor One Source guarantee or warrant the accuracy or completeness of the information.
  - F) Customer is responsible for final verification of an individual’s identity and proper use of Consumer Report contents.

8. LGS hereby agrees to and understands the following:
- A) Through its provider One Source, to provide available information services within a manner congruent with standard business practices.
  - B) Through its provider One Source to maintain all information used for consumer reports for a term of no less than two years, and promises to maintain confidentiality by not providing consumer information to outside sources in violation of the current FCRA guidelines, or future amended FCRA guidelines.
9. Customer shall assume total responsibility for information received or omitted. Neither LGS, IASB nor its provider, One Source, shall be liable for any damages or for any loss, regardless of the legal theory under which such liability is asserted, and regardless of whether they have been advised of the possibility of such liability, loss or damage.

IN WITNESS WHEREOF, the Customer and LGS have each caused this Agreement to be executed by their duly authorized representatives.

**Local Government Services, Inc.**

**Customer**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
**Board President**  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of school

**RETURN TO:**

Local Government Services, Inc.  
Attn: Employee Background Investigation Service  
6000 Grand Avenue  
Des Moines, IA 50312

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

**EMPLOYEE BACKGROUND INVESTIGATION SERVICE  
ATTACHMENT A: INVESTIGATION OPTIONS AND FEES**

**INVESTIGATION BUNDLES:**

**Teacher Certification**

Includes social security number verification, county based criminal history, sex offender registry check, national criminal file, and Iowa Health and Human Services Child Abuse Registry check.

*Cost \$48 per investigation if IASB member district.*

*Cost \$78 per investigation if non-IASB member district.*

**Classified Staff Certification**

Includes social security number verification, county based criminal history, sex offender registry check, national criminal file, and Iowa Health and Human Services Child Abuse Registry check.

*Cost \$48 per investigation if IASB member district.*

*Cost \$78 per investigation if non-IASB member district.*

**School Bus Driver Certification**

Includes social security number verification, county based criminal history, sex offender registry check, national criminal file, Iowa Health and Human Services Child Abuse Registry check, and Iowa Department of Motor Vehicle driver's license history check.

*Cost \$40 per investigation if participating district in the Iowa Drug & Alcohol Testing Program (IDATP).*

*Cost \$48 per investigation if IASB member district and non-participant in IDATP.*

*Cost \$78 per investigation if non-IASB member district and non-participant in IDATP.*

**Administrative Staff Certification**

Includes social security number verification, county based criminal history, sex offender registry check, national criminal file, and Iowa Health and Human Services Child Abuse Registry check.

*Cost \$48 per investigation if IASB member district.*

*Cost \$78 per investigation if non-IASB member district.*

**Volunteer Staff Certification**

Includes county based criminal history, sex offender registry check, national criminal file, and Iowa Health and Human Services Child Abuse Registry check.

*Cost \$28 per investigation if IASB member district.*

*Cost \$48 per investigation if non-IASB member district.*

**OPTIONAL SERVICES:**

**Motor Vehicle History** (from state other than Iowa)

*Cost \$20 per investigation if IASB member district.*

*Cost \$30 per investigation if non-IASB member district.*

**Credit Report**

*Cost \$15 per investigation if IASB member district.*

*Cost \$23 per investigation if non-IASB member district.*

**Iowa Adult Abuse Registry Check**

*Cost \$12 per investigation if IASB member district.*

*Cost \$18 per investigation if non-IASB member district.*

**Professional License Verification**

*Cost \$15 per investigation if IASB member district.*

*Cost \$23 per investigation if non-IASB member district.*

**EMPLOYEE BACKGROUND INVESTIGATION SERVICE  
CUSTOMER INFORMATION**

**Customer Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **P.O. Box #:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Name of Primary Contact for Program:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Is this person authorized to request investigation services? (check one)**      \_\_\_\_\_ **Yes**      \_\_\_\_\_ **No**

**List Other Individuals Authorized to Request Investigation Services for Customer:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Ext.** \_\_\_\_\_

**Email Address:** \_\_\_\_\_