



# **INTERNATIONAL SEARCH REQUEST FORM INSTRUCTIONS**

## **PROCESS TO SUBMIT A SEARCH:**

- Fill out the International Search Request form with all required information.
- Submit the International Search Request form, physically signed FCRA compliant authorization and any additional required documentation via email ([International@intellincorp.net](mailto:International@intellincorp.net)) or fax (216-450-5233).
- Once received the International Team will process your request and send a submission email with your ETA within eight business hours.
- We attempt to collect known search requirements at the time of submission. If there is any additional documentation or information needed you will be notified by email.
- When the search is completed a report will be sent to you via email.

## **REQUIRED DOCUMENTS:**

- A physically signed FCRA compliant release/authorization.
  - Electronic signatures are not acceptable.
  - Must have printed name below signature.
  - Must be dated.
- Subjects name in their country specific characters.
- Copy of subjects Marks and Degree are required for all education verifications
- Additional helpful documents are:
  - Copy of Photo ID
  - Copy of Passport
  - Copy of Experience Letter & Copy of Relieving Letter (for employment verification only)
- If you are unsure what information or documents are required for the search you are submitting, please see our International Search Requirements located on our website under Perform a Search > State Menu.

## **DISCLAIMERS:**

- **Do not send forms externally to candidates to complete.** Forms are intended to be filled out by clients only. Account information is proprietary and not intended for subject use.
- Forms are intended for one search only.
  - If you would like to submit more than one address, degree, employer for the subject another form will need to be submitted even if it was at the same country or school.
- The Permissible Purpose listed on the authorization is the purpose we will be submitting for each search. We are unable to submit searches under a different purpose than what the authorization reflects.
- All emails sent from IntelliCorp with PII (Personally Identifiable Information) are encrypted.
- International searches are intended for subjects currently living/working in the US that may have lived or worked abroad in their past.

## **HELPFUL INFORMATION:**

- Country/Location to Search: International country you would like to be searched.
- Government ID: Most countries assign unique government identification numbers to their citizens. Foreign residents may also be given similar IDs.
- For Education:
  - Type of Award: Lists of awards are: Certificate, Degree, Designation, and Diploma.
- For Employment:
  - The Supervisors Name is not required for an Employment Verification however if the employer does not respond to our requests, does not give out employment information, or is no longer in business; the supervisors information may be used to complete the verification.

If you have any questions regarding the above instructions, please contact our Client Services at 888-946-8355 or [customerservice@intellincorp.net](mailto:customerservice@intellincorp.net) and they will be happy to assist you.



# **INTERNATIONAL SEARCH REQUEST FORM: EMPLOYMENT VERIFICATION**

*For client use only. Not intended to be completed by candidates. Bold fields are **required**.  
Please complete the below form and email to [International@intellicorp.net](mailto:International@intellicorp.net) or fax to 216-450-5233.*

**Requestor Account Information:** Forms only accepted from active account authorized users.  
Only active users on account should be completing forms. Do not send forms to candidates to complete.

Company Name: \_\_\_\_\_ Account ID: \_\_\_\_\_

Contact Name: \_\_\_\_\_ User ID: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Client End User Location: \_\_\_\_\_  
Country & State/Province

Permissible Purpose: Searches are processed using the purpose provided in authorization.

## **Subject Information:**

Full and Precise Name on record:

\_\_\_\_\_ First Name \_\_\_\_\_ Middle Name/Middle Initial \_\_\_\_\_ Last Name

Date of Birth: \_\_\_\_\_ Maiden/Alternate Name: \_\_\_\_\_

International Government ID: \_\_\_\_\_ China Resident ID Card #: \_\_\_\_\_  
(Not SSN) (Req'd for China Searches; 15-18 numerical digits **or** the letter 'X')

Mother's Maiden Name: \_\_\_\_\_ Country of origin: \_\_\_\_\_

Subject's full current resident address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## **Employer Information:** 1 Employer per form

International Country/Location to search: \_\_\_\_\_

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_  
(Note: We cannot accept P.O. Boxes)

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Employee ID#: \_\_\_\_\_

Most Recent Job Title: \_\_\_\_\_

Department Employed: \_\_\_\_\_

Employment Start Date: \_\_\_\_\_ Employment End Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_