

THE MCDOWELL AGENCY, INC.

BACKGROUND CHECK REQUEST  
ENTERING INSTRUCTIONS

UPDATED 10/2020

The McDowell Agency, Inc.

1101 N Snelling Ave.

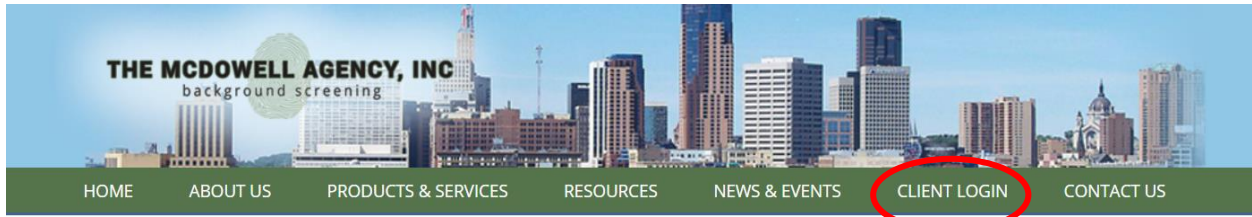
St. Paul, MN 55108

[www.mcdowellagency.com](http://www.mcdowellagency.com)

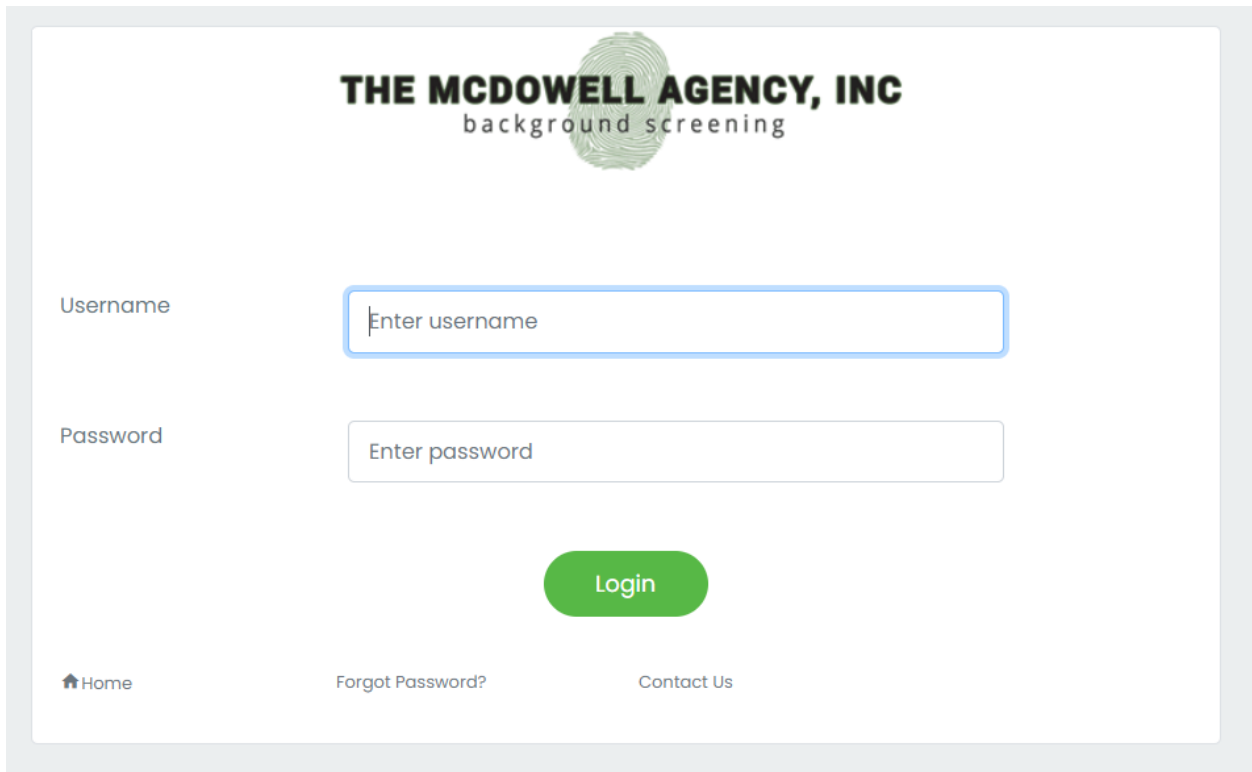


**This is a new look! Follow along to enter your background check request!**

Go to [www.mcdowellagency.com](http://www.mcdowellagency.com) and click on Client Login.



Login with your User ID and Password.



To enter a new request, select Request on the left side of the screen.

If applicable, select the desired package from the drop down.



Enter the demographic information, contact information, prior addresses (if applicable), and any AKAs (if applicable). Click "Process Rapid Order" button. This will order everything included in your package automatically.

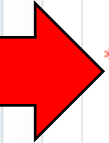
The 'Request Information' form is shown with the 'Demographics' tab selected. It contains several input fields: Last Name (DOE), First Name (JOHN), Middle Name, Street Address (SAINT PAUL), State (MN), Zip Code (55108), Phone Number (123456789), and Date of Birth (01/01/1980). There are also checkboxes for 'Order Criminal Court Searches based on Address entered', 'County', and 'Statewide'. The 'Process Rapid Order' button is highlighted with a red circle.

Email is REQUIRED per the FCRA for the 613 process. Please contact your account manager with any questions.

### Request Information

Demographics   Contact Information   Prior Addresses   AKA


Home Phone

 \* E-mail

### Request Information

Demographics   Contact Information   Prior Addresses   AKA

Please list any maiden names or legal name changes here. Do not include nicknames.

 New   Edit   Delete

First Name	Middle Name	Last Name

Showing 0 to 0 of 0 entries

Previous   Next

Scroll down to enter Requestor Info, upload the Release form, and/or to include any other Special Ordering instructions.

**Additional Request Information**


Requestor Info   Release Forms   **Special Ordering**   Attachments

Reference

DEPT/POSITION    Consumer Letter

Special Research Instructions

Other Information



Check this box if your applicant has requested a copy of their report.

**Additional Request Information**

Requestor Info   Release Forms   **Special Ordering**   Attachments

Based upon the searches requested for this order, the following release forms are required:

[Click here to view our forms download page.](#)

Scrolling further will show what has been ordered based on the Rapid Order button clicked above. You can add additional counties by clicking “New” and remove counties by clicking “Edit”.

Criminal / Civil Searches

Criminal Searches [County Lookup](#)

[Column visibility](#) [New](#) [Edit](#) [Delete](#)

Search Type	State	County/Jurisdiction
Felony and Misdemeanor	MN	STATEWIDE
Felony and Misdemeanor	MN	RAMSEY

Showing 1 to 2 of 2 entries

[Previous](#) [1](#) [Next](#)

**National Sex Offender Database**

National Sex Offender Database has been Requested

Once you’re satisfied with what has been ordered, read through the Certificate of Obligations and check the box at the bottom. Click “Agree and Submit Order” to submit your background check.

If you have any outstanding questions or have any info missing, you can click “Save as Draft” to save and resume at a later time.

**Certificate of Obligations**

- I have complied with Section 604(b)(1) of the Fair Credit Reporting Act and that I have
  - obtained a clear and conspicuous disclosure that has been made in writing to the consumer before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes
  - obtained written authorization from the consumer in writing before the procurement of the report
- I will comply with section 604(b)(3) "Conditions on use for adverse action" which includes but is not limited to the following provisions:
  - Before taking any adverse action based in whole or in part on the report, I will provide to the consumer to whom the report relates-
    - a copy of the report; and
    - a copy of the Summary of Rights as prescribed by the CFPB under section 1681g(c)(1) of the FCRA.
  - If I take adverse action on the employment application based in whole or in part on the consumer report, then I will provide to the consumer to whom the report relates,
    - that adverse action has been taken based in whole or in part on a consumer report received from a consumer reporting agency;
    - the name, address and telephone number of the consumer reporting agency that furnished the consumer report (including a toll-free telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis);
    - that the consumer reporting agency did not make the decision to take the adverse action and is unable to provide to the consumer the specific reasons why the adverse action was taken; and
    - that the consumer may, upon providing proper identification, request a free copy of a report and may dispute with the consumer reporting agency the accuracy or completeness of any information in a report.
- The information from the consumer report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation.
- I have received a copy of the Summary of Rights prescribed by the CFPB under section 1681g(c)(1) of the FCRA.
- I will only use the report for a permissible purpose as specified by the FCRA, 15 U.S. Code § 1681b. Fair Credit Reporting Act (FCRA) as amended.

By checking this box, I certify that I am compliant and have met my obligations as defined in the FCRA.

[Save As Draft](#) [Agree and Submit Order](#) [Cancel Order](#)