



Pacific North West Field Compliance

Background Check: General Information and Requirements

FNTG’s policy is that all independent contract notary vendors must successfully pass a criminal background check as a prerequisite to being added to the FNTG approved notary list with a re-check annually. This policy also supports many of our Lender/Client Service Agreements which require FNTG to obtain a clear criminal background check from each independent contract notary vendor.

A criminal background check is required for each individual notary and each individual is responsible for the cost of each background check. Below are the options and the requirements:

- National Notary Association (NNA) Background Check Certification (dated within 1 year). Upon submission of the certification to FNTG from the notary, FNTG will access the certification via the NNA website to confirm its authenticity. Visit www.nationalnotary.org or contact the NNA at 800-876-6827 for a copy of the certificate; OR
- Sterling Info Systems Criminal Background Check ordered through the FNTG approved portal.

If not obtaining the NNA background check, the only acceptable background check company is Sterling.

ORDER INSTRUCTIONS

To insure the proper routing of your background check results to the appropriate FNTG employee, please insure you are using the proper portal link below. These instructions are for notaries obtaining a background check for operations in Division Two and Three, which encompasses California (north of Santa Barbara) Washington, Oregon, Idaho, Hawaii, and Montana. Although your background check will be processed for this division, your addition to the approved notary list will extend throughout the country.

Go to: <https://workforce.sterlingdirect.com/InvitationCodePage?InvitationCode=BDF0AA3299324D-9AF70398> leave in the invitation code provided and simply click “begin” to start. At the next screen, you will have to “create an account”. Thereafter, follow the on-screen instructions provided.

FNTG has confirmed that Sterling Info Systems is an independent and qualified background check vendor. FNTG does not have any ownership interest in the vendor nor does FNTG receive any fee split, referral fee or other compensation from the vendor or its fees.

Please be certain to enter all of your information accurately, you will receive instructions about retrieving a copy of your background check for your records during the application process. The cost of the background check will range from \$55 and up depending on the states that you have resided in within the last 7-10 years. You do not need to send FNTG a copy of the report. The background check reports include the following 10 year searches:

- Social Security Number Trace Search
- County Criminal Court Search
- Statewide Criminal Search
- Federal District Criminal Search
- National Sex Offender Database Search
- Enhanced National Criminal Database Search (with Validators)
- OFAC/Patriot Act Search (Office of Foreign Asset Control)
- Federal Excluded Parties List System (EPLS/LDP)

Signature

Date

Print Name

Background Check Vendor used



**NOTICE, AUTHORIZATION AND RELEASE REGARDING EXISTING CERTIFICATES
AND/OR INVESTIGATIVE CONSUMER REPORTS**

I have or will provide to Fidelity National Financial, Inc. and/or its family of title companies (collectively, "FNF") a copy of my Background Screening Certificate from the GLBA-Compliant National Notary Association ("NNA") or other approved vendor.

I HEREBY AUTHORIZE FNF to release, disclose and/or provide a copy of any and all certificates, forms, questionnaires, investigative reports, background checks, evaluations, analysis or any other information that I have provided or caused to be provided to FNF, or which FNF has prepared, to any lender, bank, credit union, savings association or other financial institution (collectively, "Lender") for whom FNF provides services under a service agreement, so as to evidence that I meet the requirements, qualifications and standards imposed by such Lender on persons who receive or have access to consumer financial information or other confidential information.

I hereby agree and understand that this Notice, Authorization and Release will remain valid as long as I provide any services for or to FNF and throughout my affiliation with FNF. The matters and information which are covered by this Notice, Authorization and Release include, but are not limited to, information concerning my criminal history, motor vehicle history, my social security number, or any other information requested by a Lender. As used herein FNF means FNF and any other division of the Fidelity National Financial, Inc. family of companies, including any related companies, subsidiaries and/or affiliates thereof.

I hereby release FNF, to the full extent permitted by law, from any liability or claims arising from releasing, disclosing, providing and/or reporting information concerning me to any party pursuant to this Notice, Authorization and Release.

I agree that a copy or fax of this document shall be as valid as the original.

Signature

Date

Print Name

City, State & Zip