



Questions? CALL +1.703.842.5317
FAX 1.866.768.2881 (alt) 1.800.682.1969 or
Email services@NATACS.aero or
Mail: 9400 Gateway Drive, Suite D, Reno, NV 89521

ORDER FORM for
Background Check Services
Effective January 3, 2020

Members of the National Air Transportation Association ~ Qualify for 10% Discount off of Background Check Service Items

SECTION A: COMPANY INFORMATION

1. Company Name		2. Client ID # <i>(required)</i>	
3. Address			
4. City	5. State	6. Postal Code	
7. Company Contact Name & Title		8. Email	
9. Direct Phone & Extension		10. Secured Fax Number	

SECTION B: EMPLOYEE / APPLICANT INFORMATION

1. Last Name	2. First Name	3. Middle Name
4. Address		5. Birthdate *
6. City	7. State	8. Postal Code
9. Position		10. Social Security Number *

SECTION C: REQUEST SERVICE TYPE (BACKGROUND CHECK PACKAGES)

1) <input type="checkbox"/> Employee Basic Plus¹ <u>\$54.95</u> <ul style="list-style-type: none"> • Identity Check • National Criminal Check 	2) <input type="checkbox"/> 2 Year Drug & Alcohol History <u>\$69.95</u> <ul style="list-style-type: none"> • 2 Year DOT Drug & Alcohol History Check (Covers all DOT employers within 2-year period)
3) <input type="checkbox"/> Advanced Employee Compliance Package³ <u>\$174.95</u> <ul style="list-style-type: none"> • Identity Check • National Criminal Check • Motor Vehicle Driving Record Checks • 2 Year DOT Drug & Alcohol History Check • FAA Certificate/License Check 	4) <input type="checkbox"/> Advanced PRIA Package^{2 & 3} <u>\$249.95</u> <ul style="list-style-type: none"> • Identity Check • National Criminal Check • National Driver Registry • 5 Year DOT Drug & Alcohol History Check • FAA Records Check • Air Carrier Records Check
6) <input type="checkbox"/> Employee History Package^{1 & 3} <u>\$79.95</u> <ul style="list-style-type: none"> • Identity Check • Employment Verification (X3) 	5) <input type="checkbox"/> Basic PRIA Package^{2 & 3} <u>\$199.95</u> <ul style="list-style-type: none"> • National Driver Registry • 5 Year DOT Drug & Alcohol History Check • FAA Records Check • Air Carrier Records Check
8) <input type="checkbox"/> Employment Background Package^{1 & 3} <u>\$89.95</u> <ul style="list-style-type: none"> • Identity Check • National Criminal Check • Motor Vehicle Driving Record Check 	7) <input type="checkbox"/> DASSP Airman <u>\$59.95</u> <ul style="list-style-type: none"> • DASSP Airman File Check
9) <input type="checkbox"/> Advanced Employment Background Package^{1 & 3} <u>\$149.95</u> <ul style="list-style-type: none"> • Identity Check • Employment Verification (X3) • National Criminal Check • Motor Vehicle Driving Record Check 	

SECTION D: ADDITIONAL SERVICES

1. <input type="checkbox"/> U.S. Employment Verification per employer ^{1 & 3} \$21.95	2. <input type="checkbox"/> Motor Vehicle Driving Record Check ^{1 & 3} \$32.95
3. <input type="checkbox"/> FAA Records Check \$35.95	4. <input type="checkbox"/> National Driver Registry ² \$49.95
5. <input type="checkbox"/> Air Carrier Records Check per employer ³ \$35.95	6. <input type="checkbox"/> FAA Certificate/License Check \$29.95
7. <input type="checkbox"/> 5 Year DOT Drug & Alcohol History Check per employer \$39.95	8. <input type="checkbox"/> FAA Accident, Incident and Enforcement (AIE) Report \$59.95
9. <input type="checkbox"/> Identity Check ¹ \$21.95	10. <input type="checkbox"/> National Criminal History Check ¹ \$39.95
11. <input type="checkbox"/> COUNTY Criminal History Check per county ³ \$32.89 To specify the COUNTY, please list below: a.) b.) c.)	12. <input type="checkbox"/> STATE Criminal History Check per state ³ \$32.95 To specify the STATE, please list below: a.) b.) c.)

SECTION E: SERVICE REPORTS METHOD OF DELIVERY / NOTES

All forms, verifications and reports are posted on www.NATACS.aero. Company authorized contact may access via secured login.

¹ A **\$25.90 application-processing fee will be charged for web-enabled services per employee/applicant.**

² NDR documents with original signatures must be MAILED to NATACS for processing.

³ Direct pass-through expenses shall be invoiced.

* If information has been previously entered into the system, only the last four digits of the SSN are required. If the employee/applicant is new to the system, the full SSN and birthdate are required.



2 Year Drug and Alcohol History Check (ref: 49 CFR Part 40.25b)
This section requires DOT-regulated operator to check the record of the new employees who were previously employed by a company subject to DOT regulations.

Part I

Section I: To be completed & signed by the employee/applicant

Section I: To be completed & signed by the employee/applicant

Section II: To be completed by new/existing employer

Section III: To be completed by the employee/applicant (on each DOT-regulated company going back 2 calendar years)

Section IV: To be completed and signed by previous DOT-regulated employer provided by employee in Section III.

PART I

I. EMPLOYEE/APPLICANT:

Employee Printed or Typed Name

Employee Social Security Number

1. I have been employed by one (or more) DOT-regulated company and subject to DOT regulations within the last 24 months. (Check one.)

Yes No

If "Yes", provide name(s) of DOT-Regulated employer(s) and complete the attached release form for each DOT-regulated company.

DOT-Regulated Employer:

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2. I have tested positive, or refused to test, on any pre-employment drug or alcohol test administered by a DOT-regulated employer to which I have applied for, but did not obtain, safety-sensitive transportation work covered by the DOT agency drug and alcohol testing rules during the past two years. (Check one.)

Yes No

If "Yes", provide name of Substance Abuse Professional:

Address:

City, State, Zip:

Phone:

Fax:

Employee/Applicant Signature

Date



2 Year Drug and Alcohol History Check (ref: 49 CFR Part 40.25b)
This section requires DOT-regulated operator to check the record of the new employees who were previously employed by a company subject to DOT regulations.

Part I

Section I: To be completed & signed by the employee/applicant

Part II

Section I: To be completed & signed by the employee/applicant
Section II: To be completed by new/existing employer
Section III: To be completed by the employee/applicant (on each DOT-regulated company going back 2 calendar years)
Section IV: To be completed and signed by previous DOT-regulated employer provided by employee in Section III.

Note: One form must be completed per previous DOT-covered employer:

PART II

I. EMPLOYEE/APPLICANT:

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section III, to the employer listed in Section II. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section IV by my previous employer, is limited to the following DOT-regulated testing items:

- 1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

(Signature)Employee/Applicant

(Print.Name)Employee/Applicant

DATE

II. NEW (or existing) EMPLOYER:

New Employer Name

Designated Employer Representative (if known)

Address

Phone #

Fax #

III. PREVIOUS EMPLOYER (ONE FORM PER PREVIOUS DOT-COVERED EMPLOYER FOR 2 YEARS PRIOR TO START DATE OF COVERED POSITION OR FROM AUGUST 1, 2001 - WHICHEVER IS LATER):

Previous Employer Name

Designated Employer Representative (if known)

Address

Phone #

Fax #

Section IV. To be completed by the previous employer and transmitted by FAX to NATACOMPLIANCE SERVICES 800.682.1969 or 866.768.2881

IV. While employed ~

- 1. Did the employee have alcohol tests with a result of 0.04 or higher? Yes No
2. Did the employee have verified positive drug tests? Yes No
3. Did the employee refuse to be tested? Yes No
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? Yes No
5. Did a previous employer report a drug and alcohol rule violation to you? Yes No
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? N/A Yes No
Or No Records/Information available on Applicant/Employee

NOTE: If you answered "yes" to any of the above items, you must provide the records concerning the result, violation and/or return-to-duty documentation (e.g., SAP report(s), follow-up testing results, etc.).

Name of person providing information

Title

Phone #

Date

9400 Gateway Drive, Suite D
Reno, NV 89521 800.788.3210 voice
www.NATACS.aero

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