



# Prime Information Center

A Professional Background Screening Company



## Account Application

Company Name: \_\_\_\_\_

Client Code: \_\_\_\_\_ Doing Business As: \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Date Established: \_\_\_\_\_

Contact Name  
(Who inputs & receives results): \_\_\_\_\_ Title: \_\_\_\_\_

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

Additional Contact(s): **(Who else inputs and receives results, IF APPLICABLE)**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Main Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
Street City State County Zip

Billing Address (if different): \_\_\_\_\_  
Street/Po Box City State County Zip

Billing Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Billing Phone: \_\_\_\_\_ Billing Fax: \_\_\_\_\_

Billing Email Address: \_\_\_\_\_

Is the company tax exempt? **If so, please provide a copy of your tax exemption form.** Yes \_\_\_\_\_ No \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

Owner Name: \_\_\_\_\_

**I certify that the information provided on this application is true.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



A Professional Screening Company

## END-USER AGREEMENT

THIS END-USER AGREEMENT (“Agreement”) is made and entered into by and between Prime Information Center, Inc., Inc. (its parent, subsidiaries, predecessors, successors, affiliates, directors, officers, fiduciaries, insurers, employees and agents (jointly, “Prime Information Center, Inc.”) and \_\_\_\_\_ (its parent, subsidiaries, predecessors, successors, affiliates, directors, officers, fiduciaries, insurers, employees and agents (jointly “End-User”). This Agreement shall be effective on the date of last signature below (the “Effective Date”).

End-User desires to obtain from Prime Information Center, Inc. certain consumer reports, such as social security number reports, motor vehicle reports (“MVR”), criminal reports, and other consumer related information as made available from time to time by Prime Information Center, Inc. (“Consumer Reports”). Current availability is further defined in the Scope of Services in the attached Schedule A.

Prime Information Center, Inc. strives to deliver accurate and timely information products to assist your company (hereinafter “End-User”) in making intelligent and informed decisions for a permissible purpose under applicable law. To this end, Prime Information Center, Inc. assembles information from a variety of sources, including databases maintained by consumer reporting agencies containing information from public records, other information repositories and third-party researchers. End-User understands that these information sources and resources are not maintained by Prime Information Center, Inc.. Therefore, Prime Information Center, Inc. cannot be a guarantor that the information provided from these sources is absolutely accurate or current. Nevertheless, Prime Information Center, Inc. has in place procedures designed to respond promptly to claims of incorrect or inaccurate information in accordance with applicable law.

End-User will instruct Prime Information Center, Inc. to deliver the Consumer Reports through the manner and location requested by the End-User.

### End-User’s Certification of Fair Credit Reporting Act (FCRA) Permissible Purpose(s)

End-User hereby certifies that all of its orders for information products from Prime Information Center, Inc. shall be made, and the resulting reports shall be used, for the following Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*, permissible purposes only:

<input type="checkbox"/>	Section 604(a) (3) (B). For employment purposes including evaluating a consumer for employment, promotion, reassignment or retention as an employee, where the consumer has given prior written permission.
<input type="checkbox"/>	Section 604 (a) (3) (D). To determine a consumer’s eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant’s financial responsibility or status.

### End-User’s Certification of Legal Compliance

End-User certifies to Prime Information Center, Inc. that the information products it receives will not be used in violation of any applicable federal, state or local laws. End-User accepts full responsibility for complying with all such laws and for using the information products it receives from

Prime Information Center, Inc. in a legally acceptable fashion. End-User further accepts full responsibility for any and all consequences of use and/or dissemination of those products.

End-User agrees to have reasonable procedures for the fair and equitable use of background information and to secure the confidentiality of private information. End-User agrees to take precautionary measures to protect the security and dissemination of this information including, for example, restricting terminal access, utilizing passwords to restrict access to terminal devices, and securing access to, dissemination and destruction of electronic and hard copy reports.

End-User agrees to abide by Addendum A - Access Security Requirements. Likewise, as a condition of entering into this Agreement, End-User certifies that it has in place reasonable procedures designed to comply with all applicable local, state and federal laws. End-User also certifies that it will retain any information it receives from Prime Information Center, Inc. for a period of five years from the date the report was received. End-Users seeking credit information must provide the information in Addendum B before Prime Information Center, Inc. can provide credit information to End-User.

Addendums A and B are incorporated into and are part of this End-User Agreement for Consumer Reports.

A. When Information Products are used for Employment Purposes

If the information products End-User obtains from Prime Information Center, Inc. are to be used for an employment purpose, End-User certifies that prior to obtaining or causing a "consumer report" and/or "investigative consumer report" to be obtained, a clear and conspicuous disclosure, in a document consisting *solely of the disclosure*, will be made in writing to the consumer explaining that a consumer report and/or investigative consumer report may be obtained for employment purposes. This disclosure will satisfy all requirements identified in Section 606(a)(1) of the FCRA, as well as any applicable state or local laws. The consumer will have authorized, in writing, the obtaining of the report by End-User.

If the consumer is denied employment, or other adverse employment action is taken based in whole or in part on the information products provided by Prime Information Center, Inc., End-User will provide to the consumer: (1) a copy of the report, and (2) a description, in writing, of the rights of the consumer entitled: "A Summary of Your Rights Under the Fair Credit Reporting Act." After the appropriate waiting period, End-User will issue to the consumer notice of the adverse action taken, including the statutorily required notices identified in Section 615 of the Fair Credit Reporting Act. End-User hereby acknowledges that it has received a copy of the Summary of Rights (16 C.F.R. Part 601, Appendix A) and Notice of Users of Consumer Reports (16 C.F.R. Part 601, Appendix C).

When the End-User pays Prime Information Center, Inc. for administrative services such as the mailing of Pre-Adverse or Adverse Action letters, adjudicating or "grading" Consumer Reports, or any other services identified in Schedule B or as may be offered by Prime Information Center, Inc., End-User hereby appoints Prime Information Center, Inc. as its limited agent to perform such administrative procedures on End-User's behalf by applying and using End-User's guidelines and processes. Prime Information Center, Inc.'s performance of any such service shall in no way constitute an employment decision being made by Prime Information Center, Inc. who is only acting on behalf of the End-User. End-User shall assume full responsibility for any such service, and shall indemnify and hold Prime Information Center, Inc. harmless from any and all claims, losses, damages and any costs (including attorneys fees) that may be related to or arise there from. End-User understands and agrees that it shall take full responsibility for making employment decisions about a Consumer.

End-User understands that the credit bureaus require specific written approval from Prime Information Center, Inc. before the following persons, entities and/or businesses may obtain credit reports: private detectives, private detective agencies, private investigative companies, bail bondsmen, attorneys, law firms, credit counseling firms, security services, members of the media, resellers, financial counseling firms, credit repair clinics, pawn shops (except companies that do only Title pawn), check cashing companies (except companies that do only loans, no check cashing), genealogical or heir research firms, dating services, massage or tattoo services, businesses that operate out of an apartment, individuals seeking information for their own private use, adult entertainment services of any kind, companies that locate missing children, companies that handle third party repossession, companies seeking information in connection with time shares, subscriptions companies, individuals involved in spiritual counseling or persons or entities that are not an End-User or decision maker.

#### B. Investigative Consumer Reports

In addition to the disclosure requirements identified above, if the consumer makes a written request within a reasonable amount of time, End-User will provide: (1) information about whether an investigative consumer report has been requested; (2) if an investigative consumer report has been requested, written disclosure of the nature and scope of the investigation requested; and (3) Prime Information Center, Inc.'s contact information, including complete address and toll-free telephone number. This information will be provided to the consumer no later than five (5) days after the request for such disclosure was received from the consumer or such report was first requested, whichever is the latter.

#### **Additional Requirements for Motor Vehicle Records (MVRs) and Driving Records**

End-User hereby certifies that Motor Vehicle Records and/or Driving Records (MVRs) shall only be ordered in strict compliance with the Driver Privacy Protection Act ("DPPA", at 18 U.S.C. § 2721 *et seq.*) and any related state laws. End-User further certifies that no MVRs shall be ordered without first obtaining the written consent of the consumer to obtain "driving records," evidence of which shall be transmitted to Prime Information Center, Inc. in the form of the consumer's signed release authorization form. End-User also certifies that it will use this information only in the normal course of business to obtain lawful information relating to the holder of a commercial driver's license or to verify information provided by an applicant or employee. End-User shall not transmit any data contained in the resulting MVR via the public internet, electronic mail or any other unsecured means.

#### **General Provisions**

End-User agrees not to resell, sub-license, deliver, display or otherwise distribute to any third party any of the information products addressed herein, except as required by law. End-User may not assign or transfer this Agreement without the prior written consent of Prime Information Center, Inc. If any of the provisions of this Agreement become invalid, illegal or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions shall not in any way be impacted. By agreement of the parties, Texas law shall guide the interpretation of this Agreement, if such interpretation is required. All litigation arising out of this Agreement shall be commenced in Texas, and the parties hereby consent to such jurisdiction and venue. Any written notice by either party shall be delivered personally by messenger, private mail courier service, or sent by registered or certified mail, return receipt requested, postage prepaid to the addresses listed below. This Agreement shall be construed as if it were jointly prepared. Both parties agree that this Agreement constitutes all conditions of service, present and future. Changes to these conditions may be made only by mutual written consent of an authorized representative of End-User and an officer of Prime

Information Center, Inc.. The headings of each section shall have no effect upon the construction or interpretation of any part of this Agreement.

If End-User is permitted to request consumer reports for employment purposes via Prime Information Center, Inc.'s website then, in addition to all other obligations, End-User agrees to abide by such additional conditions that may be imposed to utilize the website, provide all required certifications electronically, to maintain complete and accurate files containing all required consent, authorization and disclosure forms with regard to each consumer for whom a report has been requested, and maintain strict security procedures and controls to assure that its personnel are not able to use End-User's Internet access to obtain reports for improper, illegal or unauthorized purposes. End-User agrees to allow Prime Information Center, Inc. to audit its records at any time, upon reasonable notice given. Breaches of this Agreement and/or violations of applicable law discovered by Prime Information Center, Inc. may result in immediate suspension and/or termination of the account, legal action and/or referral to federal or state regulatory agencies.

### **Confidentiality**

Neither party shall reveal, publish or otherwise disclose any Confidential Information to any third party without the prior written consent of the other party. "Confidential Information" means any and all proprietary or secret data; sales or pricing information relating to either party, its operations, employees, products or services; and, all information relating to any customer, potential customer, Agent, and/or independent sales outlet. The Parties agree to keep this information confidential at all times during the term of this Agreement, and continuing for five years after receipt of any Confidential Information. Notwithstanding anything to the contrary herein, in no event shall Prime Information Center, Inc. be required to destroy, erase or return any consumer reports or applicant data related thereto in Prime Information Center, Inc.'s files, all of which Prime Information Center, Inc. shall maintain as a consumer reporting agency in strict accordance with all applicable federal, state, and local laws.

### **Independent Contractor**

The parties agree that the relationship of the parties created by this Agreement is that of independent contractor and not that of employer/employee, principal/agent, partnership, joint venture or representative of the other. Except as authorized hereunder, neither party shall represent to third parties that it is the employer, employee, principal, agent, joint venture or partner with, or representative of the other party.

### **Fees and Payment**

End-User agrees to pay nonrefundable fees and other charges or costs for Prime Information Center, Inc.'s background check services. Any charges or costs, including but not limited to surcharges and other fees levied by federal, state, county, other governmental agencies, educational institutions, employer verification lines and licensing agencies, incurred by Prime Information Center, Inc. in servicing End-User, will be passed onto End-User. At Prime Information Center, Inc.'s option, payments not received thirty (30) days after the date of the invoice may cause the account to be placed on temporary interruption, with no additional requests being processed until the balance due is paid in full or arrangements have been made with Prime Information Center, Inc.'s Accounts Payable Department. If the account goes to collection, End-User agrees to pay all collection expenses, including attorneys' fees and court costs. End-User agrees that providing credit card information and submitting it electronically to Prime Information Center, Inc. represents a legal authorization to debit the card for the orders placed or for non-payment per the 15 day terms. End-User agrees that prices for services are subject to change without notice, although Prime

Information Center, Inc. will make every reasonable effort to give notice of such change before it becomes effective. Any account that remains inactive for a period of twelve (12) months will be deemed inactive and may be terminated by Prime Information Center, Inc..

## **Warranties and Remedies**

End-User understands that Prime Information Center, Inc. obtains the information reported in its information products from various third party sources "AS IS", and therefore is providing the information to End-User "AS IS". Prime Information Center, Inc. makes no representation or warranty whatsoever, express or implied, including but not limited to, implied warranties of merchantability or fitness for particular purpose, or implied warranties arising from the course of dealing or a course of performance with respect to the accuracy, validity, or completeness of any information products and/or consumer reports, that the information products will meet End-User's needs, or will be provided on an uninterrupted basis; Prime Information Center, Inc. expressly disclaims any and all such representations and warranties.

Prime Information Center, Inc. will not be liable for any indirect, incidental, consequential, or special damages for loss of profits, whether incurred as a result of negligence or otherwise, even if Prime Information Center, Inc. has been advised of the possibility of such damages. End-User shall indemnify, defend and hold harmless Prime Information Center, Inc. from and against any and all claims, suits, proceedings, damages, costs, expenses (including, without limitation, reasonable attorneys' fees and court costs) brought or suffered by any third party arising or resulting from, or otherwise in connection with, any breach by End-User of any of its representations, warranties, or agreements in this Agreement or its negligence or willful misconduct.

Prime Information Center, Inc. nevertheless agrees to be responsible for actual damages to the extent of and maximum stated herein for third party claims directly resulting from Prime Information Center, Inc.'s sole negligence in assembling the consumer report. Prime Information Center, Inc. does not guarantee End-User's compliance with all applicable laws in its use of reported information, and does not provide legal or other compliance related services upon which End-User may rely in connection with its furnishing of reports. End-User understands that any conversation or communication with Prime Information Center, Inc.'s representatives regarding searches, verifications or other services offered by Prime Information Center, Inc. are not to be considered a legal opinion regarding such use. End-User agrees that it will consult with its own legal or other counsel regarding the use of background screening information, including but not limited to, the legality of using or relying on reported information.

## **Term and Termination**

The term of this Agreement shall begin on the date it is executed by End-User and shall be in effect for one (1) year beginning on the first day of the assigned date below and renewed automatically for one (1) year each year on its anniversary date, if no written notice is received by either party within thirty (30) days prior to end of term.

Either party may cancel this Agreement by giving sixty (60) day written notice to the other party. Prime Information Center, Inc. may terminate or revise the provisions of this Agreement immediately upon written notice if End-User is the debtor in a bankruptcy action or in an assignment for the benefit of creditors or if End-User undergoes a change in ownership. Termination of this Agreement by either party does not release End-User from its obligation to pay for services rendered or other responsibilities and agreements made.

In addition to any and all other rights a party may have available according to law, if a party defaults by failing to perform any provision, term or condition of this Agreement the other party may terminate the Agreement by providing written notice to the defaulting party. This notice shall describe with sufficient detail the nature of the default. The party receiving such notice shall have fifteen (15) days from the receipt of such notice to cure the default(s). Unless waived by party providing notice, the failure to cure the default(s) within such time period shall result in the automatic termination of this Agreement.

**Force Majeure**

End-User agrees that Prime Information Center, Inc. is not responsible for any events or circumstances beyond its control (e.g., including but not limited to war, riots, embargoes, strikes and/or Acts of God) that prevent Prime Information Center, Inc. from meeting its obligations under this Agreement.

**Severability**

If any provision of this Agreement, or the application thereof to any person or circumstance, shall be held invalid or unenforceable under any applicable law, such invalidity or unenforceability shall not affect any other provision of this Agreement that can be given effect without the invalid or unenforceable provision, or the application of such provision to other persons or circumstances, and, to this end, the provisions hereof are severable.

**Execution**

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. A signature on a copy of this Agreement received by either party by facsimile is binding upon the other party as an original. The parties shall treat a photocopy of such facsimile as a duplicate original. The individuals signing below represent that they are duly authorized to do so.

Signature of _____ Authorized Agent	Title _____
Printed Name _____	Date _____
Company or Business Legal Name _____	Street Address _____
Telephone _____ / Fax _____	Email _____

\_\_\_\_\_  
Signature on behalf of Prime Information Center, Inc.

Donald R. Owens  
Printed Name

Chief Executive Officer  
Title

\_\_\_\_\_  
Date



## ADDENDUM A

### Access Security Requirements

The parties acknowledge they must work together to protect the privacy of consumers. The following measures are designed to reduce unauthorized access of consumer reports. In accessing consumer information, End-User agrees to the following:

1. End-User will take reasonable procedures to protect its account number and password so that only key personnel employed by your company know this sensitive information, including not posting this information anywhere in the facility. End-User agrees to change account passwords immediately if a person who knows the password leaves its company or no longer needs to have access due to a change in duties.
2. End-User agrees that system access software, whether developed by your company or purchased from a third party vendor, will have End-User's account number and password "hidden" or embedded and be known only by supervisory personnel. End-User will contact Prime Information Center, Inc. to assign each user of its system access software a unique logon password. If such system access software is replaced by different access software and therefore no longer is in use or, alternatively, the hardware upon which such system access software resides is no longer being used or is being disposed of, or if the password has been compromised or believed to be compromised in any way, End-User will change its password immediately.
3. End-User agrees it will not discuss its account number or password by telephone with any unknown caller, even if the caller claims to be an employee of Prime Information Center, Inc..
4. End-User will restrict the ability to obtain consumer information to a few key personnel.
5. End-User agrees to place all terminal devices used to obtain consumer information in a secure location within its facility so that unauthorized persons cannot easily access them.
6. End-User agrees it will turn off and lock all devices or systems used to obtain consumer information.
7. End-User will secure hard copies and electronic files of consumer reports within its facility so that unauthorized persons cannot easily access them.
8. End-User agrees to shred and/or destroy all hard copy consumer reports when they are no longer needed and erase and overwrite or scramble electronic files containing consumer information when no longer needed and when applicable regulation(s) permit destruction.
9. End-User agrees to notify its employees that End-User can access credit information only for the permissible purposes listed in the Fair Credit Reporting Act.

## **ADDENDUM B**

### **Documents Required Before Requesting Credit Report Information**

Before End-User will be allowed to access credit report information, Prime Information Center, Inc. requires that End-User provide one (1) of the following (if End-User is not publicly traded):

1. Business license status from a government web site (please include entire web page print out);
2. Business license, copy or documented verification;
3. Documented corporation verification with state or federal government;
4. Copy of Articles of Incorporation with proof of filing;
5. State and/or federal tax records originating from the state or federal government;
6. FDIC Certification; or
7. 501(c) (3) certificate for non-profit originations.

If End-User is a publicly traded company, the following items are acceptable methods for verifying that the End-User is a bona fide entity:

1. Documentation of ticker symbol information from trading website;
2. Certified copy of audited annual or quarterly statements submitted to the SEC.

## ADDENDUM C

### Pre-Adverse and Adverse Action Letters

Pre-Adverse and Adverse Action letters are required to be mailed per the North American Background Screening Consortium (NABSC) and the Fair Credit Reporting Act (FCRA). End-User may generate and mail these letters in-house or elect Prime Information Center, Inc. to generate and mail the Pre-Adverse and Adverse Action letters for you.

When the End-User elects Prime Information Center, Inc. for administrative services such as the mailing of Pre-adverse or Adverse Action letters, adjudicating or "grading" Consumer Reports, or any other services identified in Schedule A or as may be offered by Prime Information Center, Inc., End-User hereby appoints Prime Information Center, Inc. as its limited agent to perform such administrative procedures on End-User's behalf by applying and using End-User's guidelines and processes. Prime Information Center, Inc.'s performance of any such service shall in no way constitute an employment decision being made by Prime Information Center, Inc. who is only acting on behalf of the End-User. End-User shall assume full responsibility for any such service, and shall indemnify and hold Prime Information Center, Inc. harmless from any and all claims, losses, damages and any costs (including attorneys fees) that may be related to or arise there from. End-User understands and agrees that it shall take full responsibility for making employment decisions about a Consumer.

To elect Pre-Adverse and Adverse Action letters for the NABSC projects to be generated and mailed either by the End-User or Prime Information Center, Inc., please check the appropriate box with authorized signature and date below. Fax executed Addendum C with other required documents to Prime Information Center, Inc. at 281-859-3811.

### PRE-EMPLOYMENT ACCOUNT

Prime Information Center, Inc. is assigned to issue Pre-Adverse and Adverse letters at a cost of \$22.50 per Background Screen

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date

Client assumes responsibility to Issue Pre-Adverse and Adverse letters  
END USER

\_\_\_\_\_  
Authorization Signature