



# ORDER FORM

(Revised 1-2025)

To: Fidelifacts/Metropolitan New York, Inc.  
330 Old Country Rd., Suite 309 Tel: 212-425-1520 or 800-678-0007  
Mineola, New York 11501 Fax: 212 248-5619

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

Account No: \_\_\_\_\_ Subject: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Soc. Sec. No: \_\_\_\_\_

We certify to Fidelifacts that the information requested will only be used for employment purposes and that written disclosure has been made to the applicant. Enclosed is an application with the signed authorization. Please conduct an investigation of the applicant as indicated below:

- CREDIT** (provides full personal credit history)
- SS # TRACE** (provides list of addresses that may have been used under the SS#)
- CRIMINAL CHECK STATEWIDE IN NY:** \_\_\_\_\_ Covers entire state of NY, including 5-boroughs of NYC, plus Nassau and Suffolk Counties on Long Island.
- CRIMINAL CHECKS IN OTHER STATES:** ( ) CURRENT address ( ) CURRENT & PRIOR address as indicated below:

City/State	City/State	City/State	City/State
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- 50 STATE CRIMINAL RECORD DATABASE\*\***  
(Available only in addition to normal court record checks)
- UNITED STATES DOJ SEX OFFENDER DATABASE**
- DRIVER'S LICENSE CHECK** State \_\_\_\_\_ ID# \_\_\_\_\_ \*\*\*
- EMPLOYMENT** ( ) Check current job ( ) DO NOT check current job  
Check ( ) Last two jobs ( ) Last three jobs ( ) ALL jobs on application
- EDUCATION** ( ) High School ( ) College ( ) Graduate School
- PROFESSIONAL LICENSE VERIFICATION** State: \_\_\_\_\_ Type: \_\_\_\_\_
- STATE PRISON SEARCH** State: \_\_\_\_\_ **FEDERAL PRISON SEARCH** \_\_\_\_\_
- WANTS & WARRANTS - where available - (limited)**
- FEDERAL CRIMINAL RECORD SEARCH (in states listed on application)**
- NATIONAL NEWSPAPER/WIRESERVICE DATABASE SEARCH**
- NATIONAL APPELLATE COURT DATABASE SEARCH**
- BUSINESS REFERENCES:** \_\_\_\_\_

\*\*If there is an exact name/d.o.b match, we may have to check court records to make a positive identification and if so, extra charges will apply.  
\*\*\*Rates for driving record checks vary due to state fees.

Requester: \_\_\_\_\_ Phone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

**"Your judgment is no better than your information"**