

THE MCDOWELL AGENCY, INC.

BACKGROUND CHECK REQUEST
ENTERING INSTRUCTIONS

UPDATED 10/2020

The McDowell Agency, Inc.

1101 N Snelling Ave.

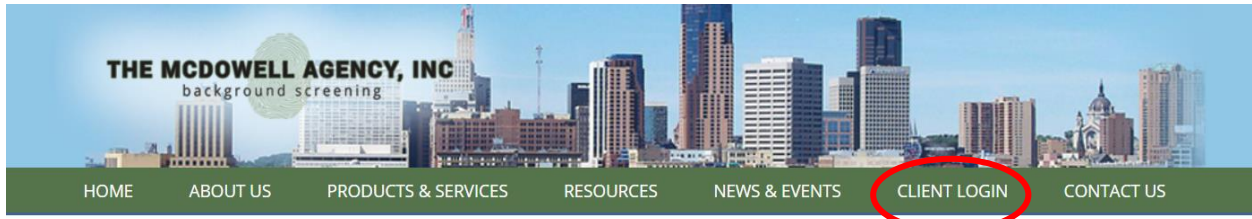
St. Paul, MN 55108

www.mcdowellagency.com

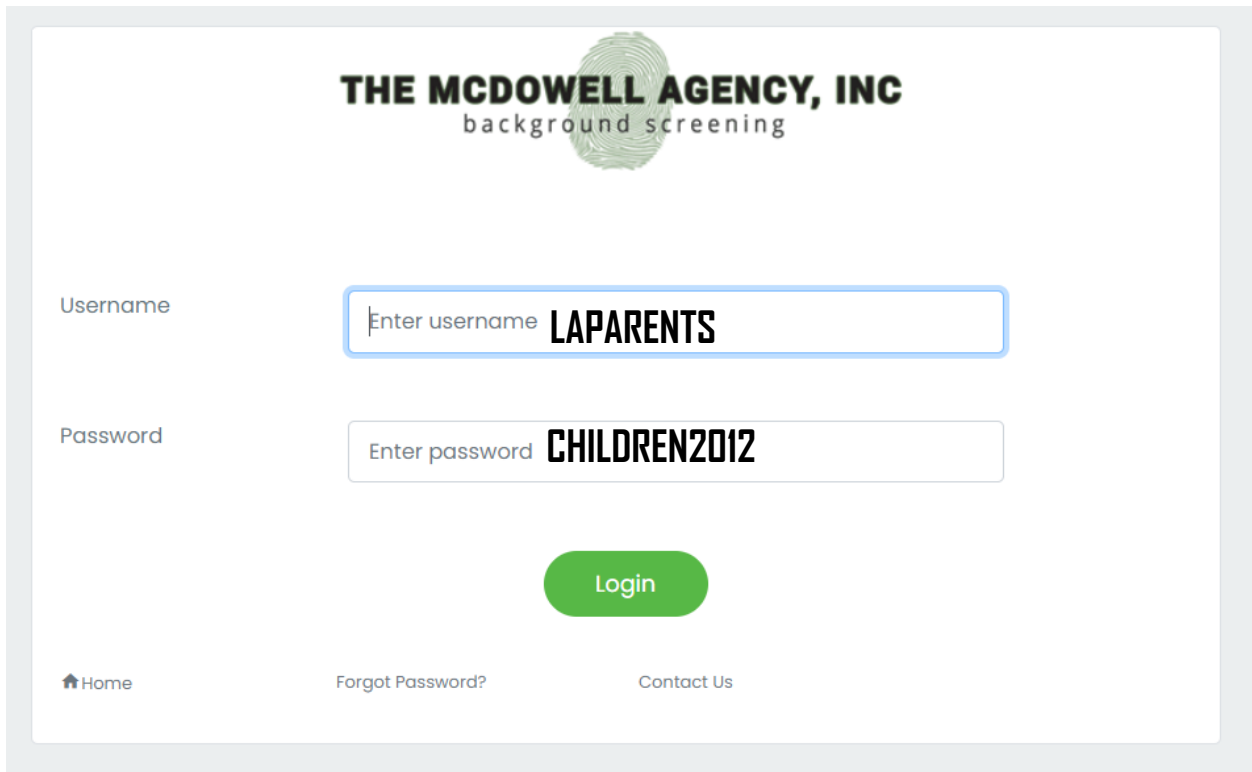


This is a new look! Follow along to see the updated features!

Go to www.mcdowellagency.com and click on Client Login.



Login with your User ID and Password.



You'll notice a new look! This home page will provide any new notices or announcements.

THE MCDOWELL AGENCY, INC
background screening

Admin <
Request <
Results <
Daily Status <
Draft Orders <

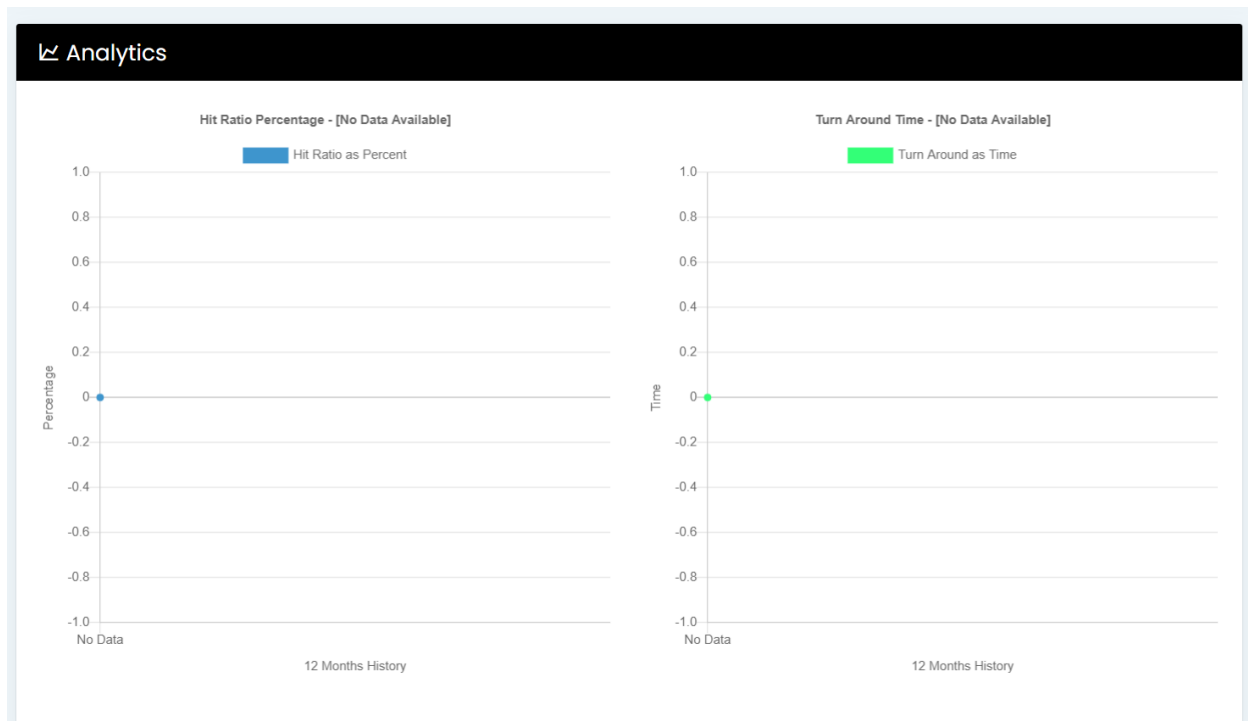
Welcome to our website.

Minnesota County Court Searches Updated and Complete
On March 20, 2020, the Minnesota Supreme Court issued Administrative order ADM20-8001 providing that access to all court facilities shall be limited to only court staff and judicial officers, and participants whose presence is required for scheduled court proceedings. Therefore, the Minnesota county criminal searches could only be completed online through the Minnesota Judicial Branch and not at the county courthouse. The searches were conducted but included a disclaimer. Criminal convictions were still be reported, but open and dismissed cases were not available (cases with convicted charges will show charges that were dismissed, but there must be at least one convicted charge to return a case).

The Minnesota county criminal courts reopened this month and all reports completed during the administrative order have been updated and completed. You will have received an email notification that results are available. The reports now have the most complete Minnesota county courthouse information. If you do not see an updated report, without the disclaimer, please contact account representative and ask to have it reposted.

On a national level there are still several courthouses that are closed or have limited access. Please contact your account representative to get an estimated completion date, to view a partial report or to see if there are any options for a substitute search.

If you scroll down, you'll see specific analytics on your hit ratio and turn around time over the last 12 months.



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



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

A screenshot of a 'Request Information' form. The form has tabs for 'Demographics', 'Contact Information', 'Prior Addresses', and 'AKA'. The 'Demographics' tab is active. It contains several input fields: 'Last Name' (DOE), 'First Name' (JOHN), 'Middle Name', 'Street Address', 'City' (SAINT PAUL), 'State' (MN), and 'Zip' (55108). There are also fields for 'Phone' (123456789) and 'Date of Birth' (01/01/1980). Below these are three checked checkboxes: 'Order Criminal Court Searches based on Address entered.', 'County', and 'Statewide'. At the bottom left, a blue button labeled 'Process Rapid Order' is circled in red.

Email is REQUIRED

Request Information

Demographics

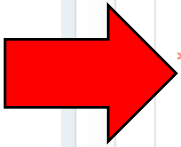
Contact Information

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

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](#)