The Ultimate List of

Background Verification **Checks**

AuthBridge - The #1 Authenticating and Onboarding Company in India leverages its cutting-edge technology combined with expert workforce to provide an array of verification checks.

Employment
Checks that are used to verify the candidate's current and past job status

NID
API-based instant digital verification checks to authenticate the identity of individuals and other entities

Education
Checks that confirm the education, degree, training, or certification claims of a candidate

Due Diligence
Proactive risk assessment and management checks

Address
Verify the current and permanent address as provided by the candidate

Others
Other verification checks to authenticate individual's identity

Database
List of checks that require manual intervention to validate their authenticity and identify gaps

Employment Checks

Methodology	Definition	Required Documents
Employment Verification via RM/HR	Verify the candidate's employement records by contacting their previous company's reporting manager or the human resource department.	• Duly filled Background Verification Form • Experience Letter/Relieving Letter/Experience Certificate/Resignation Acceptance / Pay slips (with employee code) of last three months from the date of leaving.

Employment Verification via UAN	Verify the candidate's employment records based on their UAN number	• Duly filled Background Verification Form
		• Employment Letters
		  - Experience Letter
		  - Relieving Letter
		  - Experience Certificate
		  - Resignation Acceptance
		• Pay slips (with employee code) of last three months from the date of leaving
		• UAN of the Employee

Employment Verification via Form 16	Use the Form 16 provided by the candidate ti validate the TDS deducted by the employer for a particular financial assessment year.	• Duly filled Background Verification Form • Experience Letter/Relieving Letter/Experience Certificate/Resignation Acceptance / Pay slips (with employee code) of last three months from the date of leaving. • UAN of the Employee • 5Copy of Form 16 from Traces or PAN of the employee and TAN of the employer
Abridged Dual Employment Verification	Authenticate if the candidate has worked at multiple companies at the same time using their UAN number.	Candidate's full name and UAN
Dual Employment Check (Historic Overlap)	Confirm if the candidate has had any Dual Employment in his/her entire employment history using their UAN number.	Candidate's full name and UAN

Employment Checks

Methodology	Definition	Required Documents
Dual Employment Verification via Form 26AS	Check if the candidate has been working as as a full-time employee, freelancer or on contract while having another full-time job by verifying their Form 26 AS	• Name of the Employee • Email address of the employee • PAN Number • Name of Organization (Employer Name) • Number of Assessment Years to be checked (Maximum of 3 years) • Mobile Number
Digital Bank Statement Verification via Net Banking	A consent based process to authenticate the candidate's bank statement and verify the salary credited in the last six months.	• Copy of candidate's last three months bank statement containing the salary credited details (the bank statements period should be in between last 6 months only) and the Account Number • Signed Authorization

Education Checks

Methodology	Definition	Required Documents
Education Verification - Written via Letterhead	Verify candidates' educational qualifications through the educational institution's offices via their letterhead or ARS's proprietary databases along with recognition status of the institute	• Duly filled Background Verification Form • Final year / All semester / All years mark sheet and Degree Certificate - depending on the issuing authority. • Note- Submitted document must be a clear and complete scan copy, not truncated and contain the candidate's unique identifier (Roll / Registration / Enrolment number)
Education Verification - Verbal	Verbally verify the documentary evidence of Candidates' educational qualifications through the educational institution's offices or ARS's proprietary databases along with recognition status of the institute.	• Duly filled Background Verification Form • Final year / All semester / All years mark sheet and Degree Certificate - depending on the issuing authority.
Education Verification via Digi-Locker	Verify documentary evidence of candidates' educational qualifications via Digi-Locker where the documents are issued by the Educational institutes/universities.	• Duly filled Background Verification Form mentioning the following details: a) Candidate Name b) Email Id c) Phone Number • All semester / All years mark sheet / Degree Certificate / Provisional Certificate - depending on the issuing authority.
Professional License/Certificate Check (Verbal)	Verbally verify the Candidate's professional license provided by the candidate	Professional License (which consists name of the candidate, name and location of the institute, course name, license number, year of issue)
Professional License/Certificate Check (Letterhead)	Verify the Candidate's professional license provided by the candidate	Professional License (which consists name of the candidate, Name and location of the institute, Course name, license number, year of issue)

NID Checks

Methodology	Definition	Required Documents
India National Identity Check	Verify if the identity of the candidate is genuine or not based on the Government issued ID proof furnished.	• Duly filled Background Verification Form clearly mentioning the following: a. Candidate's full name b. Address c. Candidate's Date of Birth d. Father's name • National Identity Proof/Details (PAN, Voter ID, Passport, DL, Aadhaar)
Aadhaar Verification	This check is conducted to verify if the provided Aadhaar number is valid and the individual's demographic details match with the online information fetched for the validated Aadhaar number.	• Duly filled Background Verification Form • Self attested Aadhaar copy • Registered Mobile number (Optional)
PAN No. Verification	Verify if the identity of the candidate is genuine or not based on the Government issued Permanent Account Number Card furnished.	• Duly filled Background Verification Form • Copy of PAN Card or PAN number
Passport Verification	Verify if the identity of the candidate is genuine or not based on the Government issued Passport (valid) furnished.	• Duly filled Background Verification Form • Copy of valid Passport
Voter ID Verification	Verify if the identity of the candidate is genuine or not based on the Government issued Voter ID (active) furnished.	• Duly filled Background Verification Form • Copy of voter ID card/Voter ID number
Driving License Verification	Verify if the identity of the candidate is genuine or not based on the Government issued valid Driving License furnished.	• Duly filled Background Verification Form. • Copy of valid DL

NID Checks

Methodology	Definition	Required Documents
PAN Number Verification via DigiLocker	Verify if the identity of the candidate is genuine or not based on the Government issued Permanent Account Number Card furnished.	• Duly filled Background Verification Form • Copy of PAN Card or PAN number
Driving License Verification via DigiLocker	Verify if the identity of the candidate is genuine or not based on the Government issued Driving License Card furnished.	• Duly filled Background Verification Form • Copy of Driving License or Driving License number
Aadhaar Verification via DigiLocker	Verify if the identity of the candidate is genuine or not based on the Government issued valid Aadhaar Verification furnished.	• Duly filled Background Verification Form • Self attested Aadhaar copy • Registered Mobile number (Optional)
Aadhaar paperless ekyc	Verify if the provided Aadhaar number is valid and the individual's demographic details match with the online information fetched for the validated Aadhaar number.	Aadhaar Number

Address Checks

Methodology	Definition	Required Documents

Address Verification	Physical/field visit verification of the address provided by the candidate and confirm whether the candidate is residing currently or had lived in the past for a period.	Duly filled Background Verification Form clearly mentioning the following
		  a) Candidate's name
		  b) Complete address with PIN code
		  c) Candidate's mobile number (for last mile location of the address in case of difficulty in locating)

Digital Address Verification	Digitally verify the current and/or permanent address provided. This verification can be performed either by the candidate or the candidate's relative depending on the scenario.	Duly filled Background Verification Form clearly mentioning the following
		  a) Candidate's name
		  b) Complete address with PIN code
		  c) Candidate's mobile number
		  d) Email id of the candidate

Address Verification (Credit Report or DAV or Field Visit)	Verify whether the provided address belongs/belonged to the candidate using the following mode:
	 1. Matching the given address with the address(es) available in the credit bureau report.
	 2. If it does not match with the addresses in credit bureau report, then via Digital Address Verification (only for current or permanent) or by Physical visit if verification cannot be conducted digitally.
		Duly filled Background Verification Form clearly mentioning the following
		  a) Candidate's name
		  b) Complete address with PIN code
		  c) Candidate's mobile number (preferably registered with bank)
		  d) Email id of the candidate (preferably registered with bank)
		  e) National Identity Document (NID) bearing the provided address

Address Checks

Methodology	Definition	Required Documents

Address Verification (NID or DAV or Field Visit)	Verify whether the provided address belongs/belonged to the candidate using the following mode:
	 1. Matching the given address with the address(es) available on the NID (s) provided by the candidate.
	 2. If it does not match with the address(es) available on NID, then verification is conducted via Digital Address Verification (only for current or permanent) or by Physical visit if verification cannot be conducted digitally.
		Duly filled Background Verification Form clearly mentioning the following
		    a) Candidate's name
		    b) Complete address with PIN code
		    c) Candidate's mobile number (for last mile location of the address in case of difficulty in locating)
		    d) Email id of the candidate
		    e) National Identity Document (NID) bearing the provided address

Business Address Verification	Verify the address of a company/business and confirm whether the company/business is currently available at the provided address by physically visiting the give address.	Duly filled Background Verification Form clearly mentioning the following
		    a) Company/Business name
		    b) Complete address with PIN code
		    c) Candidate's mobile number (for last mile location of the address in case of difficulty in locating)

Document Collection	This check is conducted by visiting the address provided by the applicant to get information filled in a set of documents by the individual. Once the information is duly filled in, the documents are submitted to the client.	Following information is required :
		    a) Candidate's full name
		    b) Complete Address
		    c) Contact Number

Lifestyle Verification Check	Assess the candidate's lifestyle and his/her annual family income to check whether the candidate meet the eligibility criteria for the scholarship.	Current/permanent address of the candidate

Database Checks

Methodology	Definition	Required Documents
Court Record Database Check	Confirm the existence/non-existence of a candidate's litigation record(s) (criminal and/or civil) by searching court and tribunals databases in India via electronically shared data in public domain by source or authority.	Duly filled Background Verification Form clearly mentioning the following: a) Candidate's full name b) Address c) Candidate's Date of Birth d) Father's name
Criminal Litigation Database Check	This check is conducted to confirm the existence/non-existence of a candidate's criminal case record(s) by searching criminal litigation records of India via electronically shared data in public domain by source or authority.	Duly filled Background Verification Form clearly mentioning the following: a) Candidate's full name b) Candidate's Date of Birth c) Address d) Father's name
Civil Litigation Database Check	Confirm the existence/non-existence of a candidate's civil case record(s) by searching civil court records and tribunals of India via electronically shared data in public domain by source or authority.	Duly filled Background Verification Form clearly mentioning the following: a) Candidate's full name b) Candidate's Date of Birth c) Address d) Father's name
Court Record Database Check via Law Firm	Confirm the existence/non-existence of a candidate's litigation record(s) (criminal and/or civil) in the court/s of the jurisdiction where the provided address is located. This check is done by an Advocate of a Law Firm for last ten years.	Duly filled Background Verification Form clearing mentioning the following: a) Candidate's full name b) Candidate's Date of Birth c) Father's name d) Address e) Period of Stay (optional)

Database Checks

Methodology	Definition	Required Documents
Court Record Comprehensive Check	Confirm the existence/non-existence of a candidate's litigation record(s) (criminal and/or civil). Firstly, verification is conducted by searching court records available in public domain shared by source or authority. Further, if any match or partial match is found against the candidate in court record database, then verification is initiated via Law Firm for last ten years in the court (s) of the jurisdiction where the address is located.	Duly filled Background Verification Form clearly mentioning the following: a) Candidate's full name b) Address c) Candidate's Date of Birth d) Father's name e) Period of Stay (optional)
Crime Watch-list Database Check	This check is conducted to verify the existence/non existence of a candidate's name in various criminal watch-lists released by law enforcement bodies in public domain such as State Police, Central Bureau of Investigation (CBI), Interpol, Wildlife Crime Control Bureau and National Investigation Agency (NIA).	Duly filled Background Verification Form having the following details:: a) Candidate's Name b) Father's Name c) Date of Birth (DOB) d) Complete address

Database Checks

Methodology	Definition	Required Documents
India Reputational Risk Database Check	Verify the existence/nonexistence of a candidate's or entity's name in publicly available negative records of various Indian regulatory authorities (like SEBI, RBI, MCA, BSE, NSE, National Commodity & Derivatives Exchange Limited, Delhi Stock Exchange- Suspended Companies, Inter-connected Stock Exchange of India Limited (ISE) etc.). This check also includes adverse media findings as well as Indian Politically Exposed Person via publicly available data. PEP: Includes high net-worth and prestigious individual elected or appointed with prominent public functions or they are an immediate relative or close associate of primary PEPs.	Duly filled Background Verification Form clearly mentioning: a) Candidate's Name b) Father's Name c) Date of Birth (DOB) d) Complete address
Advanced Web and Media Check	Comprises of online searches on internet and media to find out any negative media article about an employee which could adversely affect.	Following information is required : a) Candidate's full name b) Complete Address c) Father's Name d) Date of Birth of the candidate
Gap Assessment Check	Identify, assess and highlight any gap in education or professional history of the candidate basis information/document furnished.	• Duly filled Background Verification Form • Hand Signed Authorization • Supporting Documents (if applicable)
Gap Check - Police Verification through Law Firm	Verify existence/nonexistence of any FIR in the name of the candidate at the police station for the jurisdiction of the provided address for the gap identified in education or professional history. The records are checked by an Advocate/Associate of a Law Firm.	Duly filled Background Verification Form clearing mentioning the following: a) Candidate's full name b) Address c) Candidate's Date of Birth d) Father's name

Database Checks

Methodology	Definition	Required Documents
Gap Check - Court Record Check through Law Firm	Confirm the existence/non-existence of a candidate's litigation record(s) (criminal and/or civil) in the court/s of the jurisdiction of the provided address for the gap identified in education or professional history. This check is done by an Advocate of a Law Firm for last ten years.	Duly filled Background Verification Form clearing mentioning the following: a) Candidate's full name b) Candidate's Date of Birth c) Father's name d) Address e) Period of Stay (optional)
Gap Check - Address Verification	Verify the address provided by the candidate and confirm whether the candidate has resided or not during gap tenure. In this process of address verification the address provided by the candidate is authenticated through physical visit at the address.	Duly filled Background Verification Form clearly mentioning the following a) Candidate's name b) Complete address with PIN code c) Candidate's mobile number (for last mile location of the address in case of difficulty in locating)
Global Database Check	Fnd any record match to establish if the individual/entity has been convicted, charged or directly associated with some form of major financial crime or heightened risk. Searches are conducted through broad range of databases comprising of sanction lists, anti-money laundering data, counter-terrorist financing legislation, debarred parties on a global level released by regulatory and law enforcement agencies/ other bodies, adverse media finding and Political Exposed Persons (PEP) who may cause risk of clout for any organization.	Duly filled Background Verification Form clearly mentioning: a) Candidate's Name b) Father's Name c) Date of Birth (DOB) d) Complete address

Database Checks

Methodology	Definition	Required Documents
OIG Check	Verify individuals and entities excluded from Federally funded health care programs and Medicare and State health care programs.	Duly filled Background Verification Form containing the following: a) Name of the candidate b) Date of Birth of the candidate c) Name of candidate's father d) Address of the candidate *SSN (Social Security Number) will be required for US citizens for second level verification.
SAM Check	Verify if the candidate is involved in any medical related crime. GSA administers SAM, which contains debarment actions taken by various Federal agencies, including exclusion actions taken by OIG.	Duly filled Background Verification Form containing the following: a) Name of the candidate/entity* b) Date of Birth of the candidate c) Name of candidate's father d) Address of the candidate *For entity name, DUNS and CAGE code number is required.
FBI Fingerprint Verification	Identify whether there is any criminal history record in the name of the candidate in FBI records using candidates fingerprints.	• Candidate's Name and phone number • Complete Address • Organization Name
Pre Employment Health Check-Up	Identify existing medical condition and ascertain health status of the candidate before joining the organization.	Duly filled Background Verification Form clearly mentioning: a) Company Name b) Candidate's Name c) Father's Name d) Date of Birth (DOB) e) Phone Number
Bank Account Verification	Verify provided bank details of the applicant through penny drop.	Duly filled registration form in the application

Database Checks

Methodology	Definition	Required Documents
Credit History Check (Online)	Verify the candidate's credit score and summary based on criteria including but not limited to repayment history of previous and/or existing loans, credit cards, enquiries etc. performed by banks and financial institutions on his/her loan application.	• Candidate's complete name • Email ID • Phone Number (preferably the one available with bank records)

Credit History Check (Offline)	Verify the candidate's credit score and summary based on criteria including but not limited to repayment history of previous and/or existing loans, credit cards, enquiries etc. performed by banks and financial institutions on his/her loan application.	• Following details : Complete Candidate's Name, Date of Birth, Address (for which address proof can be provided, Current Address can be mentioned additionally if applicable) Candidate Email Id and Phone Number
		• Bureau Consent form
		• Identity Proof (any one of the following documents clearly displaying the ID number and photograph)
		  - PAN card
		  - Voter Identity Card
		  - Passport
		  - Ration Card
		  - Driving license
		• Address Proof (any one of the following documents and the address proof should clearly display candidate's name
		  - NID document bearing the address
		  - Telephone/Electricity bill (Bill date needs to be within last three months)
		  - Latest bank statement (no more than 3 months old and for your current address)
		  - Valid Lease license agreement which has not expired

Credit Default Database Check	Verify the existence/non-existence of a candidate's or entity's name in publicly available wilful credit defaulters list released by various Indian credit Bureau's like CIBIL, Equifax, Experian, Highmark etc.	Duly filled Background Verification Form having the following details::
		  a) Candidate's Name
		  b) Father's Name
		  c) Date of Birth (DOB)
		  d) Complete address

Database Checks

Methodology	Definition	Required Documents
Document Collection	This check is conducted by visiting the applicant's provided address to get information filled in a set of documents by the individual.	Following information is required : a) Candidate's full name b) Complete Address c) Contact Number
Agent License Verification	Confirm the existence/non-existence of record in the name of the applicant in IRDA portal to find whether an agent license has been issued to the concerned individual by Insurance Regulatory and Development Authority of India.	• Duly filled Background Verification Form clearing mentioning the following: a) Full Name of the applicant b) Date of Birth • PAN number/Copy of PAN
FACIS	Database search of records containing adverse actions against individuals and entities sanctioned in the healthcare field. This includes information on disciplinary actions ranging from exclusions and debarments to letters of reprimand and probation.	Duly filled Background Verification Form clearing mentioning the following: a) Candidate's full name b) Current Address c) Candidate's Date of Birth SSN (Social Security Number)
CV Validation	Comparing the facts mentioned by the candidate in the CV against the details filled in the Candidate Information Form / Background Verification Form for any inconsistencies in the Education and Employment checks.	• Duly filled Background Verification Form • Curriculum Vitae • Supporting Documents (if applicable)

Database Checks

Methodology	Definition	Required Documents
Visual Document Validation	Match the details mentioned in the document or certificate uploaded by the applicant against the details filled in by the applicant.	This check is conducted to match the details mentioned in the document or certificate uploaded by the applicant against the details filled in by the applicant.
GSTIN	Verify whether the provided GSTIN is valid and registered in the name of the company or not.	Company name GSTIN
EPFO Registration Check	Verify the whether the concerned organization is registered with Employees' Provident Fund Organization.	• Company's complete Name • Address of the company with EPFO • Complete Establishment Code

Other Verification Checks

Methodology	Definition	Required Documents
Police Record Verification	This check is conducted to verify existence/non existence of any police complaint or FIR in the name of the candidate in police records of the respective Police station for the provided address.	• Duly filled Background Verification Form • Documents required for Police Verification: a) Government issued National Identity Proof clearly mentioning valid address, Date of Birth and photograph of the candidate. b) Two latest copies of candidate's passport sized photographs per check c) Letter from Company/ Application to Commissioner/ Superintendent of Police for NOC d) Supporting documents as per location (if applicable) • such as PCC Letter, PV form (filled by candidate)
Police Record Verification [via Law Firm]	Verify existence/nonexistence of any FIR in the name of the candidate at the police station for the jurisdiction of the provided address. The records are checked by an Advocate/Associate of a Law Firm.	Duly filled Background Verification Form clearing mentioning the following: a) Candidate's full name b) Address c) Candidate's Date of Birth d) Father's name
Doctor's Registration Verification	Verify whether the provided doctor's name and registration number is part of the authorized doctor list published by regulatory authority in public domain.	• Complete name of the doctor • Registration number of the doctor
Medical Document Verification	Verify whether the provided name and registration number of the Healthcare facility (such as Hospital/Clinic/ any other Medical Facility) is part of the Registered healthcare facilities list maintained by the Governing body.	• Complete name of the Healthcare facility and address along with the registration number on the provided medical record document. • Medical record document that needs to be validated such as : o Prescription from Doctor (mandatory) along with any other medical document/Certificate/specific health records issued.

Other Verification Checks

Methodology	Definition	Required Documents
Medical Opinion Validation	Validate whether the medical opinions on the ailment or health issue as mentioned on the provided prescription is the same or varies across practitioners.	• Copy of the Prescription (along with other medical records if available) bearing the ailment, diagnosis and/or recommendation • Candidate's Name
Drug Test **- 5 Panel** **- 6 Panel** **- 7 Panel** **- 8 Panel** **- 9 Panel** **- 10 Panel** **- 11 Panel** **- 12 Panel** **- 18 Panel**	This check is conducted through biological samples like blood, urine, hair to determine the presence or absence of one or more prohibited drugs.	Duly filled Background Verification Form
Tenant Registration Check	Register a tenant on behalf of property owner/landlord at the police authority's tenant registration portal.	• Duly filled Tenant Registration form • National Identity Document of the tenant and owner • Photograph of the Tenant
Face Match Check	Validate whether the photograph provided by the candidate is matching with the photograph on National ID.	• Candidate Name • National Identity with photo • Photograph

Due Diligence Checks

Methodology	Definition	Required Documents
Social Media Check	Establish the candidate's overall social behaviour through reviewing posts that he/she would have posted on various social media platforms (visibility based on privacy settings) such as Facebook, LinkedIn, Instagram, Twitter or posted by someone on his profile specifically about his/her conduct.	Duly filled Background Verification Form *Preferred: Handles or unique identifiers in the case of Facebook, LinkedIn, Instagram, Twitter

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Building trust through data

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