



Subscriber Application and Service Agreement Information Submission Packet

Date: _____

of Total Pages FAXED/EMAILED: _____

Instructions:

- √ Please complete all sections below.
- √ FAX this form & Required Attachments to **317-806-1771**,
or EMAIL a copy of this form & Attachments to cred@fadv.com.

1 – Confirm Application Contact Information for your organization

Organization Name: _____

Form Submitted By: _____

Business Phone: (____) _____

Business Fax: (____) _____

Email Address: _____

2 – Required Documentation

To facilitate account setup, you are required to provide the documentation from option A or option B listings below.

Please indicate what option you will provide as well as specific documentation FAXED/EMAILED via checkbox below:

___ **A. ONE (1) of the following documents:**

- A professional license (Home Improvement, Plumbing, Electrical, etc.) **The professional license is required if it applies.**
- Corporate filings with Secretary of State such as Articles of Incorporation, Articles of Organization, LLC, LLP filing, etc.
- 501(c)(3) certificate issued by the IRS or state revenue department

- OR -

___ **B. TWO (2) of the following documents**

- Valid, in-force Business License (state, county, city)
- The declarations page of a commercial insurance policy (the 1st page only) **OR** Phone bill dated within last 60 days & addressed to the business location listed on the application
- Proof of your Federal Employment Identification Number [FEIN] (State Tax ID certificate)
- Sales Tax Registration or Franchise Tax Certificate

IF APPLICABLE, for organizations less than SIX (6) months old, in addition to above documents, submit TWO (2) of the below documents. Indicate the specific documentation FAXED/EMAILED via checkbox below:

- Utility (electric, gas, water, cable) or phone bill dated within last 60 days with a service address that matches the business location listed on the application
- Bank statement dated within the last 60 days and matching the business name on the application
- Commercial insurance declarations page matching the business name on the application
- Copy of the lease agreement or property ownership document in the name of the business and matching the business location listed on the application



3 – Contact for Physical Site Visit

To complete the registration process, a site visit* may be required. Please specify the physical address of your organization and the person who should be contacted to schedule the site visit.

Organization Address: _____
City: _____ **State:** ____ **Zip:** _____
Contact Name: _____
Business Phone: (____) _____ **Mobile Phone:** (____) _____
Email Address: _____
Best Time of Day to Call: _____ **Best Time of Day to Visit:** _____

Frequently Asked Questions about the Physical Site Visit

What is a Physical Site Visit?

The LexisNexis Credentialing process includes a brief Site Visit of your office. The purpose of the visit is to confirm the security of the data you will receive from LexisNexis.

Who performs Site Visits?

Site Visits are performed by NCCI (National Creditors Connection, Inc.), ComplyTraq, GCS (Global Compliance Systems), or TrendSource. A representative from one of these firms will arrange a convenient time with the contact named above to perform the Site Visit.

What happens during a Site Visit?

The Site Visit will take about an hour and will involve the following areas: location of the company, nature of the company environment, and method of accessing LexisNexis data.

During the Site Visit, the representative will ask questions and complete a questionnaire. The representative will take two (2) photos which include the work area where First Advantage data will be accessed and stored and an exterior photo of the building your office is located in. The Site Visit and photos will not focus on any of your business' confidential processes or practices.

If any firm (Federal, State, or local government agencies) refuses the initial internal photo for any reason, the firm must provide a copy of their SAS 70 report OR copy of their internal security policy.

What can the representative do or not do?

The representative is not authorized to give you the questions or the results of the Site Visit. They are also not authorized to discuss the Site Visit and have no details of the LexisNexis Credentialing process. The representative cannot answer questions and has no influence on the credentialing decision.

Who do I contact if I have questions?

If you have any questions about the Site Visit, before or during the visit, please contact FirtsAdvantage at (866) 272-3627.