

# What We Need From You

1. **A fully-completed application.** We haven't asked for any information we don't need to complete the credentialing process. Please take the time to make sure you've supplied it all. Don't forget to...

- Include email addresses
- Include your FEIN (or SSN for Sole Proprietorships)
- Supply us with your actual physical address
- Make sure it's signed and dated

**We can't process your application unless it's complete and signed.**

2. **A fully-completed Payment Authorization Form.** Believe it or not, this page is essential in establishing that applications we receive are, indeed, legitimate. Don't forget to...

- Supply the address where your credit card statements are sent
- Copy a government-issued photo ID containing your signature in the space provided
- Make sure it's signed and dated

★ **Every page needs input from you!** ★

3. **Subscriber & Disclaimer Agreement.** Applications are most often returned because something we need is missing from this document. Don't forget to...

- Check all applicable boxes to indicate how you'll use our data
- Make sure to initial and sign where indicated
- Supply us with the name and title of your "Security Designate"

Please note: Occasionally, we need to request additional documentation from an applicant for verification purposes. We'll make every effort to obtain independent verification, but if we need more information, please get it back to us as quickly as possible.

## We also need...



1. **A clear copy of a state-issued ID that contains your signature.**  
(Enlarging often makes them easier for us to read.)



2. **A clear copy of your business license, professional license, articles of incorporation or other state or federally issued document verifying your right to conduct business in your state.\***



3. **A copy of the cover page of your phone bill (the page that contains the phone number and the billing address).**

\* Licensing not required by your state? Not to worry... if your profession is not regulated by a state or federal agency, you may supply us with proof of professional liability insurance (also known as "Errors and Omissions Insurance") to establish the legitimacy of your business enterprise.

**Tracers customers are charged a \$25 per month subscription fee.**



## Application For Services

Full Legal Company Name:			
Physical Address:		Suite:	
	City:	State:	ZIP:
Mailing Address:		PO Box/Suite:	
	City:	State:	ZIP:
Phone:		Fax:	
Cell:		Alt:	
Main Contact:		Main Contact Email Address:	
Accounts Payable Contact:		AP Contact Email Address:	
Company URL (Website):		Additional URL (Website):	
Is Business Home-Based?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Federal ID # or SSN:	
Type of Business:		Number of Employees:	
How Long In Business:		Estimated Monthly Usage:	

**Business is (please check one only):**

Corporation   
  Government   
  Partnership   
  LLC   
  Sole Proprietorship   
  Non-Profit

Where did you hear about us? Please be as specific as possible so that we know whom to thank for your business.	Trade Magazine?	Trade Show/Conference?	Search Engine?
	Referral From?	User Group?	Sales Rep Call?

Printed Name:		Signature:	
Title:		Date:	

The information submitted on this application will be used to determine eligibility for accessing information provided by Tracers Information Specialists, Inc. Incomplete applications will be returned to the applicant.

## Request For Additional Authorized Signers and Account Users (Optional)

If more than one person in your company will have access to your Tracers account, we **STRONGLY** recommend that each user be issued a unique User ID and password. There is no additional charge for adding this important security measure to your account.

Please use this page to identify employees of your company who are authorized to make changes to and discuss details of your account (“authorized signers”) and to access the Tracers system on your behalf (“additional users”). Please note: you are required to notify us immediately if there are any changes to the status of the below-listed individuals.

USER Number 1	New User ID – TO BE COMPLETED BY TRACERS	
Signature (if Authorized Signer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E-Mail Address	Is this individual an Authorized Signer for your company?	
	Phone	Cell
USER Number 2	New User ID – TO BE COMPLETED BY TRACERS	
Signature (if Authorized Signer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E-Mail Address	Is this individual an Authorized Signer for your company?	
	Phone	Cell
USER Number 3	New User ID – TO BE COMPLETED BY TRACERS	
Signature (if Authorized Signer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E-Mail Address	Is this individual an Authorized Signer for your company?	
	Phone	Cell
USER Number 4	New User ID – TO BE COMPLETED BY TRACERS	
Signature (if Authorized Signer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E-Mail Address	Is this individual an Authorized Signer for your company?	
	Phone	Cell
USER Number 5	New User ID – TO BE COMPLETED BY TRACERS	
Signature (if Authorized Signer)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E-Mail Address	Is this individual an Authorized Signer for your company?	
	Phone	Cell

Primary Authorized Signer Please Initial Here: \_\_\_\_\_

# Payment Authorization

For YOUR protection, incomplete Payment Authorization Forms will not be processed.  
All information will be verified before charges are made to your credit card.

## 1. Select a Payment Option

<b>Monthly Auto-Debit</b>	<input type="checkbox"/>	I hereby authorize Tracers Information Specialists, Inc. to charge the below-listed credit card each month for our system usage.
<p>After the 1<sup>st</sup> of each month, our automated system will process a credit card payment, for the previous month's use, using the information you have provided. A copy of your paid invoice will then be emailed to you. It is highly recommended that you print a copy of this invoice for your accounting records. Please make sure to add <a href="mailto:accounting@tracersinfo.com">accounting@tracersinfo.com</a> to your email address book, so that invoices will be received.</p> <p>To view the details of your monthly invoice, please log in to your <a href="http://www.tracersinfo.com">www.tracersinfo.com</a> account and then click on "my account." Once there, mark the radial button next to "Other" and enter the dates for the month you'd like to view (for example, August 1 through August 31); then click "show details." This will list all the searches you and your users have performed during the month. The total at the bottom of your screen should match the total of your invoice. From this screen you may also review your search results and, if you choose, print the page(s) to attach to your invoice for record keeping purposes.</p>		

## 2. Provide Your Credit Card Information

Credit Card #:	-- -- --	Expiration Date:	/
Name on Card:			

## 3. Supply Us With Complete Cardholder Address Information

Billing Address:					
City:		State:		Zip:	
Phone:		Fax:			
E-mail:					
Signature:					

## 4. Photocopy A Government-Issued ID Containing Your Signature Below

**Please place your ID in this box before photocopying this form.**

*We recognize that your time is valuable, and nobody likes unnecessary bureaucracy. Please accept our assurance that the information we request from you is used to ensure that your identity is not being used fraudulently.*

*The extra steps we take to verify our customers' identities helps to keep our data secure, which helps us to maintain your access to current, complete information such as full SSNs.*

*We appreciate the time you've taken to supply us with the information we need in order to keep supplying you with the information you need.*

## 5. Fax Completed Payment Authorization Forms to 877-820-8126.

Have you supplied ALL the requested information?  
Incomplete Forms or Forms that do not include photocopies of a government-issued identification card (such as driver's license or passport) will NOT be processed.

<b>User ID:</b>		<b>Date:</b>	
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**TRACERS INFORMATION SPECIALISTS, INC.  
SUBSCRIBER and DISCLAIMER AGREEMENT**

This Agreement is entered into on \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, (referred to herein as "Subscriber") and Tracers Information Specialists, Inc. (hereafter referred to as "Tracers") for commencement of services to begin on the first date of the approval of Subscriber Application for Services.

1. **SERVICES:** Tracers will furnish Subscriber on request consumer and business information or other data stored or accessed by Tracer's reporting system. Subscriber will provide Tracers with appropriate identifying information as to itself, its owners, partners, and/or officers of the business entity and other requested information.
2. **SUBSCRIBER USE LIMITATIONS:** WHEREAS, the Federal Gramm-Leach-Bliley Act, 15 U.S.C.A. Section 6801 *et seq.* (2000), ("GLB Act") was enacted to protect the use and disclosure of non-public personal information, including, in certain instances, the use of identifying information only; and WHEREAS, the Federal Fair Credit Reporting Act, 15 U.S.C. Section 1681 *et seq.* ("FCRA") was, in part, enacted to address the collection and use of information concerning consumers that relates to an individual's credit-worthiness, credit standing, credit capacity or the general reputation of the individual; and WHEREAS, the GLB Act provides limited exceptions under which such information may be used; NOW, THEREFORE, Subscriber hereby certifies to Tracers that Subscriber has determined that Subscriber's use of certain identification-only products ("Reference Products"), including but not limited to Credit Header Products is pursuant to an exception under the GLB Act and/or constitutes a permissible purpose as defined by the FCRA. Subscriber acknowledges that it is in its best interest to implement the Fair Information Practice Principles and agrees that in addition to using these Reference Products pursuant to a GLB Act exception and/or a permissible purpose as defined by the FCRA, it will use these Reference Products in compliance with Fair Information Practice Principles. Subscriber hereby certifies that its use of the Reference Products shall be for Purpose(s) designated below in the section entitled, "Certification of uses for Non-Public Information Products"

Subscriber acknowledges that Subscriber has read and does understand the information set forth above and understands that failure to abide by the Fair Information Practice Principles or attempting to access restricted information for any reason other than as designated by Subscriber may result in immediate termination of access or to other remedies. Further, Subscriber acknowledges receipt of "Access Security Requirements" and agrees to abide by the terms and conditions described therein.

Subscriber understands that Tracers cannot provide legal advice regarding the appropriate uses of non-public, personal information and that it is Subscriber's obligation and responsibility to seek legal counsel in interpreting the applicable laws. However, regardless of the opinion of Subscriber's legal counsel, Tracers will allow or restrict access to products based on Tracers' understanding of the applicable laws. All such decisions are the sole discretion of Tracers and shall be final.

**Tracers will, from time to time, in the ordinary course of business, in order to fulfill its compliance obligations, routinely and randomly audit, through a variety of means, the use of information obtained by Tracers Subscribers from Tracers. Subscriber agrees to provide to Tracers such access and/or documentation as Tracers deems necessary to perform such audits in order to verify the legitimacy of a request for non-public information. Tracers shall protect the confidentiality of all information obtained through such audits. Subscriber acknowledges that failure to provide such access and/or documentation may result in immediate restriction of access, termination of account or other remedies.**

**CERTIFICATION of Uses for Non-Public Information Products: Check all uses for which you will be requesting data.**

- |  |   |
|--|---|
| <input type="checkbox"/> Child Support Enforcement   | <input type="checkbox"/> Employment Screening                           |
| <input type="checkbox"/> Collections   | <input type="checkbox"/> Employment Verification                        |
| <input type="checkbox"/> Legal Process Service   | <input type="checkbox"/> Fraud Prevention                               |
| <input type="checkbox"/> Insurance Claims Investigation  | <input type="checkbox"/> Locate Beneficiaries and Heirs                 |
| <input type="checkbox"/> Locate Missing Persons  | <input type="checkbox"/> Locate Owners of Unclaimed Goods               |
| <input type="checkbox"/> Locate Former Employees   | <input type="checkbox"/> Locate Alumni - Class Reunions                 |
| <input type="checkbox"/> Locate Existing Customers   | <input type="checkbox"/> Product Recalls                                |
| <input type="checkbox"/> People Locator Service  | <input type="checkbox"/> Locate Former Patients (Medical Industry ONLY) |
| <input type="checkbox"/> Tenant Screening  |   |
| <input type="checkbox"/> Witness & Victim Locating in a documented criminal or civil action                      |   |
| <input type="checkbox"/> Locating Fraud Victims in an active criminal or civil action                            |   |
| <input type="checkbox"/> For required institutional risk control or for resolving consumer disputes or inquiries |   |
| <input type="checkbox"/> Other (please describe)   |   |

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**While other uses for non-public records may be allowable under the FCRA, GLB and other Federal & State laws and by the principles of the Fair Information Practice Codes, the purposes for which we will allow access to these products are limited to those listed above unless specifically authorized by Tracers in writing.**

Primary Authorized Signer Please Initial Here: \_\_\_\_\_



**RESTRICTED USES:** The following is a list of unacceptable uses for our services, products or information:

- a. May NOT be used to locate suspects in a criminal or civil lawsuit in order to develop a news story.
- b. May NOT be used to track down victims of fraud, their family members or friends to develop a news story.
- c. May NOT be used to locate lost loves, friends, family members or for personal reasons (dating, etc.)
- d. May NOT be used for purposes that may cause physical or emotional harm to the subject of the report (e.g. stalking, harassing, etc.)
- e. May NOT be used to search for individuals involved in an adoption (children, parents, siblings, etc.)
- f. May NOT be used to locate personal information on well-known/high profile celebrities, government officials, etc.
- g. May NOT be used in connection with credit repair services, to locate previous debtors or to assist in the determination of whether or not to file a personal lawsuit or judgment against the subject of the report.
- h. May NOT be used to access individual reference data on one's self or out of personal curiosity.
- i. May NOT be used by Professional and Commercial users for purposes that are not within their normal course of business (e.g. A collection agency may NOT use our services/products to locate a witness to a crime)

**ACCESS SECURITY REQUIREMENTS:** We recognize and accept our obligation to support and implement policies that protect the confidential nature of information we provide through our services (which include providing access to information contained in the databases of the three national credit bureaus) and to ensure respect for consumer's rights to privacy. Therefore, we provide our services only to pre-approved companies that have an acceptable use for credit headers and credit header information.

We strive to achieve and to enforce the highest levels of legal and ethical conduct in the use of credit header information. We seek to tailor our credit header products, and to limit access to them, in a fair and balanced manner, one that respects both legitimate needs for information and legitimate privacy concerns. We provide the following notice to you so that you may avoid falling under the restrictions imposed by the Fair Credit Reporting Act (FCRA).

You may only use credit header information to locate or to further identify the subject of that credit header information. You may not and should not use credit header information, in whole or in part, to determine a consumer's eligibility for credit, for employment, or for insurance, nor may you use credit header information for any other purpose for which you might properly obtain a consumer report, except in connection with collection of a debt. If adverse action is to be taken against the subject of a credit header report and the basis for such adverse action is information obtained or derived from credit header information, you must verify such information from another source before taking such adverse action.

We require all third-party users to take strict precautions to secure any system or device used to access credit header information. To that end, we have established the following requirements:

- a. You must appoint and identify a Security Designate who will have responsibility within your company to oversee the stipulations listed below.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Type or Print) (Type or Print)

- b. You consider and treat your account number and password as "sensitive information." You must protect your account number and password in a way that assures that only key personnel have access to and knowledge of this sensitive information. Under no circumstances should you give unauthorized persons information concerning your account number or password. You must notify Tracers immediately so that new passwords can be issued when: those company personnel who have access to Tracers' data are terminated from employment, transferred and/or job duties have been reassigned where access to data is no longer required; or you become aware of suspect or questionable activity regarding access to Tracers' data; or you become aware of any potential compromise of your systems that may expose Tracers' data to security vulnerabilities.
  - c. The system access software you use (whether developed by you or purchased from a third-party vendor) must "hide" or "embed" your account number and password so that only supervisory personnel know your account number and password. You must assign each end user of your system access software unique passwords.
  - d. You must not discuss your account number and password over the telephone with any unknown caller, even if the caller claims to be our employee.
  - e. You must restrict the ability to obtain credit header information to a few key personnel.
  - f. Credit header information obtained through our service CANNOT be sold to the general public, in whole or in part, under any circumstances.
  - g. Credit header information you obtain through our service must be obtained in a manner consistent with the principles of the Fair Information Practice Codes described by the Federal Trade Commission (<http://www.ftc.gov/reports/privacy3/fairinfo.htm>) and must be used pursuant to an exception as defined by the Gramm-Leach-Bliley Act and/or a permissible purpose as defined by the federal Fair Credit Reporting Act.
3. **DEATH MASTER FILE:** Subscriber shall not disclose any information contained on the DMF (Death Master File) with respect to any deceased individual to any person who uses the information for any purpose other than a legitimate fraud prevention interest or a legitimate business purpose pursuant to a law, governmental rule, regulation, or fiduciary duty.  
Subscriber acknowledges that failure to comply with the provisions above may subject the Subscriber to penalties under Title 15 CFR §1110.200 (Code of Federal Regulations) of \$1,000 for each disclosure or use, up to a maximum of \$250,000 in penalties per calendar year
4. **PERFORMANCE:** Tracers will exercise its best efforts to deliver accurate, up-to-date information in response to Subscriber's requests in an expeditious and efficient manner, and will use its best efforts to regularly maintain and augment its information gathered from its suppliers and from selected public records and to make reasonable efforts to verify that its sources of information are accurate to the greatest extent possible, but obligation or liability to Subscriber for any delay or failure of Tracers in its performance under this agreement is limited to the terms set forth herein.

5. **LIMITATION OF LIABILITY:** Subscriber and Tracers agree that the limitation of Tracers' liability to Subscriber will be the return of the fee paid by Subscriber to Tracers for the data accessed to the extent said data and information is found to be the sole basis upon which Subscriber incurred any injury or damage resulting from furnishing of such information by Tracers. In no event will Tracers be liable to Subscriber for any other damage, consequential damages, omissions, or any other costs and expenses whatsoever except as expressly agreed to here and above. Additionally, Subscriber hereby holds harmless all directors, officers, employees, agents, or suppliers of Tracers for any injury or damages as a result of Tracers furnishing such data or information to Subscriber as set forth here and above.
6. **INDEMNIFICATION:** Subscriber acknowledges that the data it obtains from Tracers is compiled by Tracers from numerous suppliers and that Subscriber has been allowed access to the data because of its representations of its authorized use of this data. Subscriber shall indemnify, defend and hold harmless Tracers and its suppliers from and against any and all liabilities, damages, losses, claims, costs, fees and expenses (including attorney fees) arising out of or related to Subscriber's use of the data obtained from Tracers. Tracers and its suppliers are entitled to enforce the data security, use, legal compliance, and indemnification provisions of this and all other Agreements by and between Subscriber and Tracers directly against the Subscriber as third party beneficiaries. If Subscriber knowingly and willfully obtains information for an improper purpose or without the proper consent under the FCRA, GLB or any other applicable law, or knowingly and willfully uses the report improperly, Subscriber agrees that such are material breaches of this Agreement and such a breach may result in immediate termination of this Agreement and access. Subscriber further agrees that such an act would cause Tracers irreparable harm and that damages are not readily determinable and agrees to pay Tracers a sum of \$100,000 as liquidated damages for such a breach.
7. **CONTRACT IN ENTIRETY:** This agreement sets forth the entire understanding and agreement between Tracers and Subscriber and supersedes any prior or contemporaneous oral or written agreements or representations; it may be modified only by a written amendment duly executed by both parties. This Agreement shall be interpreted in accordance with the laws of the State of Florida.
8. **SURVIVAL OF AGREEMENT:** Provisions hereof related to release of claims, indemnification, use of information and data, payment for Tracers services and disclaimer of warranties shall survive any termination of the license to use the services provided by Tracers.
9. **RELATIONSHIP OF PARTIES:** Subscriber shall at no time represent that it is an agent or representative of Tracers.
10. **CHARGES AND PAYMENT REQUIREMENTS:** Access to Services is offered only to companies and individuals upon completion of Application for Services, signing of this Agreement and verification by Tracers of all information supplied. For all responses to requests for information (including "no record" responses), Subscriber agrees to pay Tracers the applicable charges then prevailing for the various services rendered to Subscriber, and any monthly membership fees. Prevailing charges will be specified in Tracers' published Price Lists and/or individual price quotes. Tracers reserves the right to change its fees and prices in the pricing schedule at any time in the term by giving Subscriber advance notice.
11. **PAST DUE ACCOUNTS:** At the option of Tracers, payments not received fifteen (15) after the date of the invoice will cause Subscriber's account to be placed on HOLD, with no additional requests being processed until the balance due is paid in full. Past due balances will be charged 1.5% per month service charge. Accounts that become 30 days or older will be billed directly to Subscriber's credit card. Subscriber and/or authorized parties further agree to pay any and all costs of collection on unpaid balances, including but not limited to reasonable attorney fees, court costs, and expenditures related thereto.
12. **GOVERNING LAW, VENUE and ATTORNEY'S FEES:** This Agreement will be governed by and construed in accordance with the internal substantive laws of the State of Florida, which are intended to supersede any choice of laws or rules that might require the application of the laws of another jurisdiction. Both parties hereby consent to the jurisdiction of the courts of Florida, whether federal, state or local, with respect to actions brought to enforce or interpret this Agreement. Venue for all actions shall be in the state of Florida. The prevailing party in any arbitration, or permitted legal or equitable action, shall be entitled to an award of its reasonable attorneys' fees and costs in enforcing its rights under this agreement.
13. **VIOLATIONS:** Any violation of state or federal law shall result in immediate irrevocable termination upon conviction, with time having run out for appeal. However, Tracers may suspend services upon finding by the court or a jury verdict.
14. **DEFINITION OF RESPONSIBLE PARTY:** "Responsible Party" shall be defined as those persons who have access to the client account issued by Tracers to facilitate inquiries into information systems and databases provided by Tracers, including passwords necessary for computer access should such access be granted to Subscriber by Tracers. "Responsible Party" also includes the persons whose names and/or signatures appear upon said Agreement and New Account Application (attached), including owner, partner, president, vice president, secretary, treasurer, qualified manager, licensees, or other authorized agents of said Subscriber entity. In the event of unauthorized access into the information systems and databases provided by Tracers, Subscriber and its responsible parties shall bear full responsibility for any unauthorized or unwarranted inquiries, including payment for said inquiries as set forth in Section 9 and 10 of this Agreement.
15. **TERMS:** This agreement shall continue in force without any fixed date of termination; however, either Tracers or Subscriber may terminate the Agreement upon fifteen (15) days prior written notice to the other or by Subscriber violating rules of membership. Subscriber must include payment in full along with cancellation letter. Non-payment or breach of this Agreement may cause immediate revocation of privileges without prior notice by Tracers.
16. **ASSIGNMENT:** The license granted pursuant to this agreement to Subscriber may not be assigned by Subscriber, in whole or in part without the prior written consent of Tracers.
17. **SIGNING OF THIS AGREEMENT** and completion of the New Account Application in its entirety shall indicate that all statements and information as provided by Subscriber are, to the best of Subscriber's knowledge, true and correct. Subscriber further agrees that the intended use of all information, as provided under this contract through Tracers, will be utilized within the legal purposes as set forth in the Agreement, as Tracers assumes no liability, directly or indirectly, for the misuse of said information by Subscriber.

**In connection with my application, I understand that inquiries may be made into the background of the company, and (if the business is a sole proprietorship) myself, and that such inquiries may include but are not limited to identity verification, professional licensing verification, credit history, banking references, domain registration, and other information. I authorize without reservation any company, agency, party, or other source to furnish the above information as requested by Tracers Information Specialists in connection with my application for services on this date and periodic account reviews in the future.**

Primary Authorized Signer Please Initial Here: \_\_\_\_\_

**IN WITNESS WHEREOF, TRACERS INFORMATION SPECIALISTS, INC.** and Subscriber have caused this Agreement to be executed by their duly authorized representatives as of the date first written below. PLEASE HAVE YOUR SIGNATURE WITNESSED AND NOTARIZED AS PROVIDED FOR BELOW.

_____ Typed or Printed Company Name	_____ Typed or Printed Name of Authorized Signer
_____ Company Address	_____ Authorized Signature
_____ Tax ID or Social Security Number	_____ Date

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**\*** In order for us to extend access to live credit bureau headers and other types of nonpublic information regulated by the Gramm-Leach-Bliley Act (GLB) and other applicable laws, your signature must be notarized. However, your access to other types of database products on our system is not affected by this requirement.

Although approval of your application does not depend upon it being notarized, access to nonpublic information may. Please have this document notarized if you wish to acquire access to products that are restricted by provisions of GLB.

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**SPEED PASS**  
Get Online FAST...  
Make sure your application  
is complete!



**FAST ACCESS**  
Questions?  
Call 877-723-2689

## Double Check!



### Application:

- Have you completely filled out the application?
- Is it signed and dated?



### Payment Authorization:

- Have you completely filled out the form?
- Is it signed and dated?
- Did you photocopy your ID in the space provided?



### Subscriber and Disclaimer Agreement:

- Have you selected the appropriate uses for our data (page 4)
- Have you identified your company's security designate (page 5)
- Have you initialed where necessary (pages 4, 5, and 6)?
- Have you signed where required? (page 7)?



- Is a CLEAR copy of a government-issued ID that contains your signature attached?



- Is a copy of your business or professional license, articles of incorporation or other document issued by a state or federal office attached?



- Is a copy of the cover page of your phone bill attached?

Is It All Here?  
Fax it to (877) 597-7274