



Thank you for your inquiry regarding NAIC insurance background investigations. Hire Image will perform investigations based on the information provided in the Biographical Affidavit. When completed, investigative reports are sent directly to the requested state insurance regulatory authority.

The base cost of an investigation is \$350.00 if the individual has lived in two or fewer counties during the past ten years and does not have an alias. If the individual has lived in more than two counties during the past ten years, has lived abroad or has an alias, the base cost will be \$450.00. Additional access fees may apply. These access fees include, but are not limited to the following situations: educational institutions who charge a fee to verify a degree (normally \$10 per school), counties who charge a fee (New York is the highest at \$98.00 per search, but the average fee is \$5 per county). Access fees for international searches vary depending upon the country. Transmittal fee to an additional state agency is \$25, plus postage if applicable.

Reports are typically completed within two weeks from the date of receipt of all required items of information as set forth below. Reports are transmitted only after all charges have been paid.

All the following items of information must be received by Hire Image before the background investigation will commence:

1. Credit card authorization for initial payment of \$350 preliminary charge per applicant. Upon preliminary payment, a receipt will be provided to you for submittal to the accepting state agency as proof of investigation in process.
2. A **copy** of the completed and notarized NAIC Biographical Affidavit and Supplemental Personal Information (send the original to the requesting insurance regulator's office);
3. The completed and notarized Disclosure and Authorization Concerning Background Reports (part of the NAIC Biographical Affidavit); and
4. The completed Pre-Notification/Release Form (included with this letter).

Please refer to this link: <https://www.hireimage.com/wp-content/uploads/Summary-of-Rights-Under-the-Fair-Credit-Reporting-Act-eff.-9.21.2018.pdf> for a summary of consumer rights under the Fair Credit Reporting Act. Please be sure the applicant has received his/her summary of rights.


You may fax, mail or email information. Send email to: [naic@hireimage.com](mailto:naic@hireimage.com)  
If sending information by US mail, please address to the following:

Hire Image LLC  
6 Alcazar Avenue  
Johnston RI 02919

Additional fees (AKA charges, extra county charges, access fees) will be totaled prior to submittal of the report to the state agency. You will be notified for approval of the additional amount, if any, that will be charged to the credit card prior to report submittal.

If you have any questions or require further information, please do not hesitate to call me at (888) 433-0090.

Thank you,



Christine Cunneen, CEO  
Hire Image LLC

Pre-Notification/Release Form

This is to inform you that as part of the procedure for processing your application for licensure with the state Department of Insurance, an investigation of your background will be conducted. Such background investigations may require that a consumer report and/or an investigative consumer report as such terms are defined under the federal Fair Credit Reporting Act, may be made, in which information is obtained through public record sources, credit reporting databases, personal interviews with family members, business associates, financial sources, friends, neighbors, or other third parties with whom you are acquainted. This information may include inquiries as to your character, general reputation, personal characteristics or mode of living. You have the right to make a written request, to the following address, for complete disclosure of the information provided to the Department of Insurance:

Hire Image LLC  
6 Alcazar Avenue  
Johnston RI 02919

Further, in the event your application for licensure is denied by the Department of Insurance, please be aware of the following:

- You have the right to a copy of the report;
- You have the right to obtain a free report from Hire Image, if you request the report within 60 days;
- You have the right to dispute directly with Hire Image the accuracy or completeness of any information provided by contacting Hire Image at 1-888-433-0090;
- Hire Image did not make the adverse decision and therefore cannot provide the reason for the decision; and
- A copy of a Summary of Your Rights under the Fair Credit Reporting Act, as prescribed by the Federal Trade Commission, is enclosed with this correspondence for your information.

You agree, by signing below, to release the Department of Insurance and its third party vendors, including, but not limited to, Hire Image LLC, from all claims related to the conduction of the background investigation, and the accuracy or completeness of the information provided to the Department of Insurance in connection with the background investigation.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Printed Name

## CREDIT CARD ACCEPTANCE FORM

DATE: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

CREDIT CARD TYPE: VISA \_\_\_ MASTERCARD \_\_\_ AMEX \_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

SECURITY VERIFICATION NUMBER: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

AMOUNT TO BE CHARGED TO CREDIT CARD: \_\_\_\_\_

ADDITIONAL INFO: \_\_\_\_\_

SIGNATURE OF CARDHOLDER: \_\_\_\_\_