

## IMPORTANT NOTICE TO CLIENTS FROM ONE SOURCE

One Source strives to keep clients informed of changes to services and products offered. Many of our clients receive our applicant verification trace, a core product in many of our packages. We will be updating this product based on industry-wide changes to the sources and processes.

Applicant Verification Trace will now be referred to as Applicant History Trace to better represent what the product provides. Beginning March 18th, all reports will reflect the new product name. This product provides past addresses and names collected from a variety of database sources as well as alerts if the SSN is found on the Death Master Index Registry. One major change you will notice is One Source will no longer list an applicant history trace as valid or unable to validate. It will now be marked this search is for informational purposes only and cannot be used to make adverse decisions. This has been a common source of questions and confusion regarding the product ever since the Social Security Administration started the [process of randomization](#) in June of 2011. One Source will continue to utilize the product to verify the applicant's name and residential history. We will also continue to use this product to add previous used names and addresses if that is part of the service you have agreed to.

We want to assure you although the product name and comment we will mark the search with on the report will change, it will not affect how you can continue to use the overall report One Source provides. This product was never intended to be used to make adverse decisions and does not confirm if the Social Security Number is accurate, belongs to the individual or eligibility to work in the United States. We have found many organizations were using this piece in an adverse way and we would like to ensure our clients are following the FCRA best practices. To verify eligibility to work in the United States, please run [E-Verify](#). If you are interested in adding this as a service, please contact [Client Relations](#) for more information.

**Applicant History Trace Product Description:** Previously referred to as Social Security Number (SSN) verification/trace or name/address verify. One Source may use the information to verify the applicant's name and residential history as well as confirm if the SSN is listed on the Death Master Registry Index. Trace information also may contain names and addresses previously used in conjunction with the SSN. The information is obtained from a series of credit databases. These names and addresses are not confirmed by the Social Security Administration. Names and locations may be added to a search if previously determined in account creation. The information cannot be used to make adverse decisions.

Please contact us with any questions.

Thank you,

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### Client Relations Team

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