



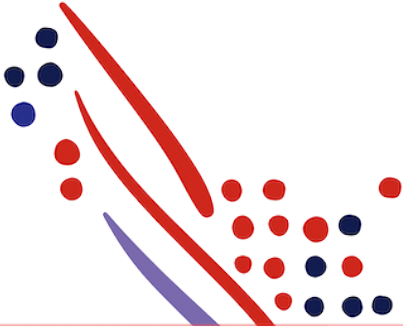
Guide

# Background Check Order Management Guide for ADP Screening and Selection Services

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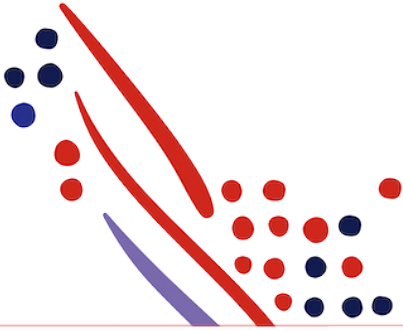
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# About this API

## Summary

The Background Check Order Management API Guide for ADP Screening and Selection Services describes how your application can order a background check, retrieve order status and retrieve the PDF for completed background check results. The solution can be used either with a full pass of candidate data to place the order real time, or with minimal candidate data where ADP will then invite the candidate to provide the necessary data for the background check.

## Supported Clients

This API is available to ADP Screening and Selection Services clients.

## Process Overview

The following table shows how your data connector application would be used by the client for the full data pass, or with an invitation sent to the candidate.

### *Full Data Pass Scenario:*

	Actor	Task Description
1	Client Practitioner	Trigger the API-based data exchange between your application and ADP Screening and Selection Services.
2	Your Application	Receive order response with order details and make updates in your system according to your needs so the data is synchronized between your application and ADP Screening and Selection Services.
3	Your Application	Retrieve event notifications for background status and make updates in your system as needed.
4	Your Application	Retrieve PDF with completed background check details

### *Candidate Invitation Scenario:*

	Actor	Task Description
1	Client Practitioner	Trigger the API-based data exchange between your application and ADP Screening and Selection Services.
2	Your Application	Receive order response with order details and make updates in your system according to your needs so the data is synchronized between your application and ADP Screening and Selection Services.
3	ADP	Send invitation to Candidate to provide data and documents needed to complete the background check.
4	Your Application	Retrieve event notifications for background status and make updates in your system as needed.
5	Your	Retrieve PDF with completed background check details.

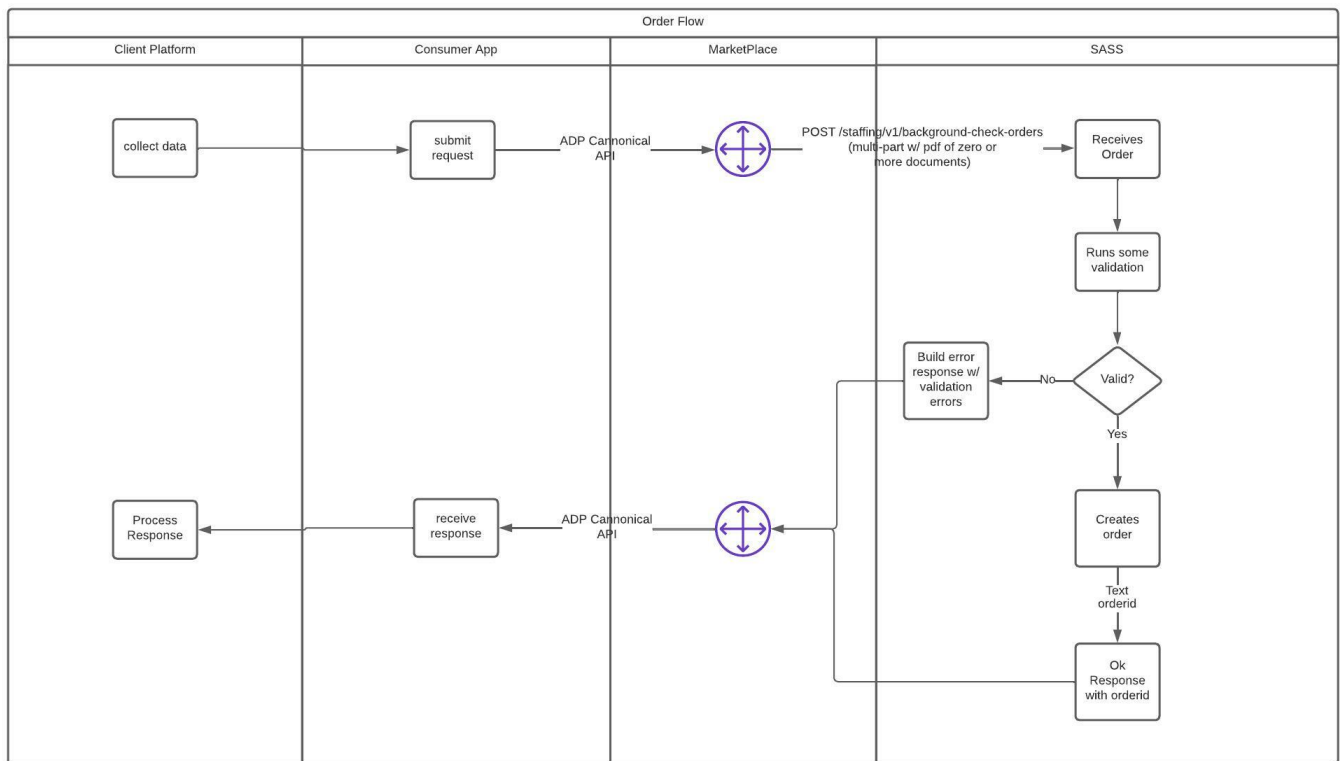
## Chapter 2

## Use Case: Submit a New Background Check Order

## Use Case Description

This use case supports placement of a background check order on a single candidate, and is the only use case for placing an order. The process can follow either the "full data pass" or "candidate invitation" models.

## Sequence of Interactions

**Note**

For more detailed information regarding this use case, go to the Background Check Order Management API in the API explorer:

[Background Check Order Management](#)

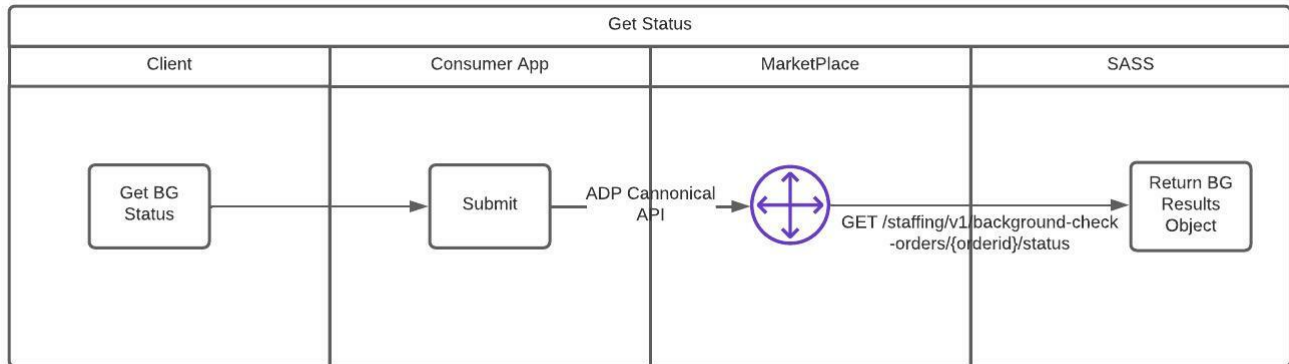
## Chapter 3

# Use Case: Retrieve Background Check Order Status

## Use Case Description

This use case is relevant once an order for a candidate is placed, the status process will provide an update on all items within the candidate's screening order.

## Sequence of Interactions



GET /staffing/v1/background-check-orders/{orderid}/status with the Prefer header of value "return=representation" will return candidate data in the response.

### Note

For more detailed information regarding this use case, go to the Background Check Order Management API in the API explorer:

[Background Check Order Management](#)

## Chapter 4

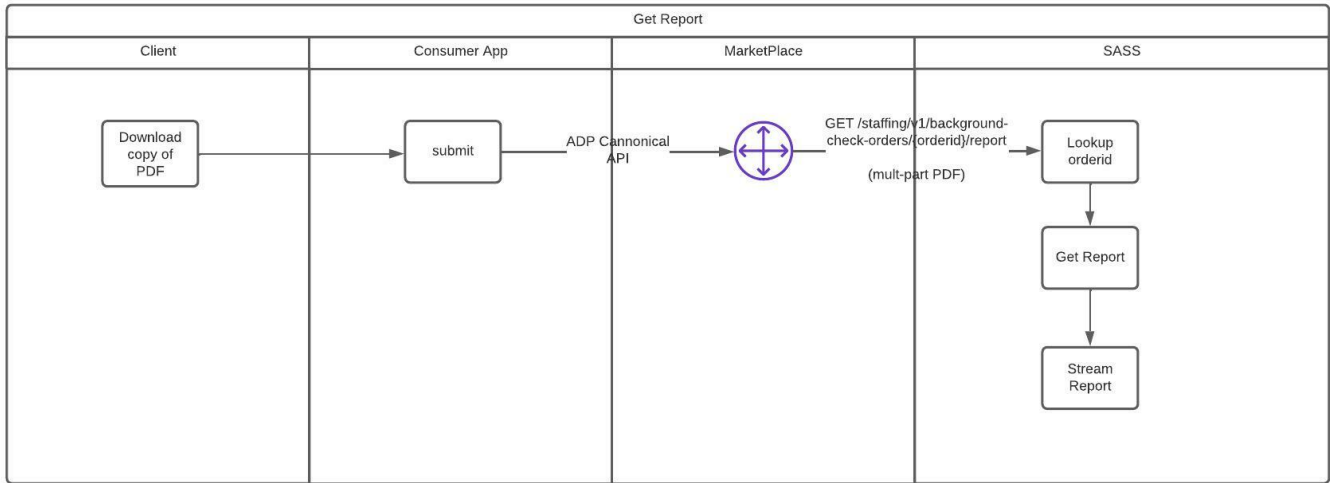
# Use Case: Retrieve Background Check Order Report PDF

## Use Case Description

This use case supports viewing the completed report PDF, which is available as each item is completed and for the overall completed order.

## Sequence of Interactions





### **i** Note

For more detailed information regarding this use case, go to the Background Check Order Management API in the API explorer:

[Background Check Order Management](#)

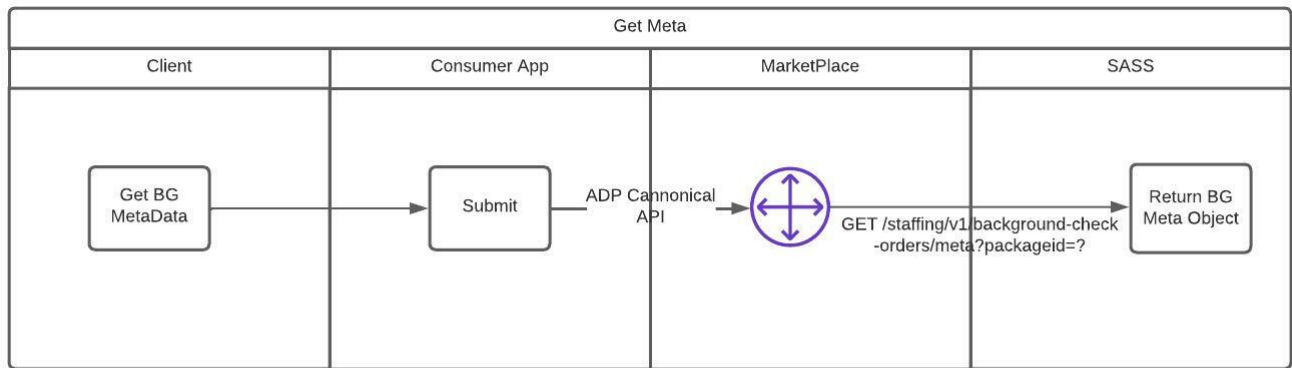
## Chapter 5

# Use Case: Get Meta for a Background Check Order

## Use Case Description

This Use Case supports retrieving meta data for use in submitting orders.

## Sequence of Interactions



### **i** Note

For more detailed information regarding this use case, go to the Background Check Order Management API in the API explorer:

[Background Check Order Management](#)

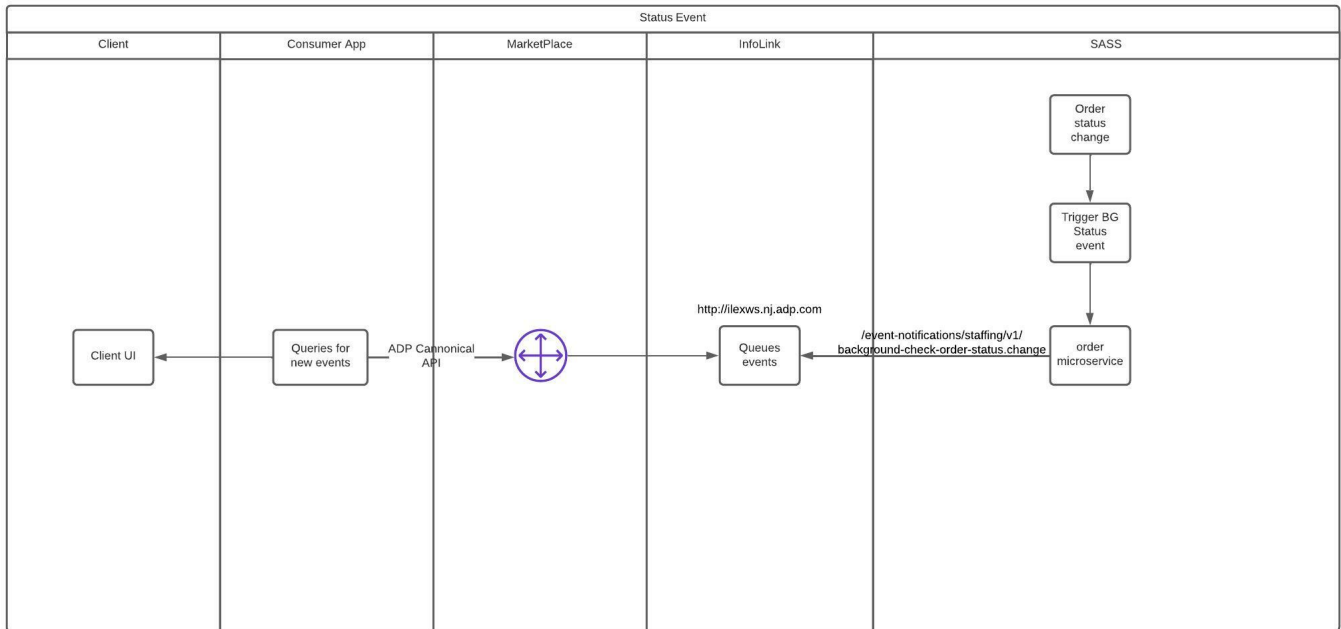
## Chapter 6

# Use Case: Background Check Order Status Change Event Notification

## Use Case Description

This use case supports pulling event status notifications from ADP Marketplace as status changes are made to orders within the ADP Screening system. This use case is best utilized between ADP systems; for third party access, the previous use case to "Retrieve Background Check Order Status" is most efficient.

## Sequence of Interactions



### Note

For more detailed information regarding this use case, go to the Background Check Order Management API in the API explorer:

[Background Check Order Management](#)

## Chapter 7

# Frequently Asked Questions

### What is the packageID and why do I need it?

The packageID is a unique identifier in the background screening system that identifies a grouping of different products for customer ordering convenience. It is needed as part of the order request so that the background screening system knows which items need to be ordered and can validate that the package being requested is authorized and available to the client requesting it.

Your ADP Screening and Selection Services Implementation Consultant will work the screening client to ensure they have screening bundles, or packages, configured for their screening needs in the for each packageID. There is no limit to the number of screening packages that can be configured on an account. Each package will have a unique identifier which should be stored in the connector app to associate to the requisitions the client is using.

### What is the difference between the "full data pass" and "candidate invitation" options available for ordering background checks through this API?

The **full data pass** option is best for clients who can gather all necessary background screening information in their ATS to initiate an order. This method ensures orders begin processing immediately using the API, rather than having to wait for the candidate to complete their information via the invitation process.

The **candidate invitation** process is best for clients who are not able to gather the necessary information in their ATS. This is often the best option when data such as date of birth or social security number are not gathered in the ATS. Note that additional configuration is required to use this solution, called CandidateLink, and there is an additional fee to utilize this service.

## Can this API be used for both US and non-US candidates?

The full data pass option can be used for both US and non-US candidates, however the candidate invitation process is only available for US-based candidates, as the CandidateLink solution can only be used domestically.

## Will an order request fail if the Driver's License Number is incorrect?

With the full data pass option, the order request will fail if the Driver's License Number is incorrect and a driving record check is part of the candidate's order. The request will not fail if the screening package does not include a driving record check.

### Chapter 8

## Known Issues and Limitations

No issues have been identified yet.

### Chapter 9

## Data Dictionary

The following is the complete list of data elements needed to support the ordering of background checks. Not all data is required for each check, and the client's Implementation Consultant can provide guidance on required fields.

Schema Location	Field Name	Is it Required in the Request Payload (Y/N)?	Notes
<b>Personal Information</b>			
/backgroundCheckOrder/person/personName/givenName	First Name	Y	
/backgroundCheckOrder/person/personName/middleName	Middle Name	N	
/backgroundCheckOrder/person/personName/familyName	Last Name	Y	
/backgroundCheckOrder/person/communication/emails/emailUri	Candidate Email	Y	

/backgroundCheckOrder/person/communication/landlines/formattedNumber	Phone	N	
/backgroundCheckOrder/person/communication/mobiles/formattedNumber	Mobile Phone	N	
/backgroundCheckOrder/person/genderCode/code	Gender	N	Supported values: "F", "M" and null
/backgroundCheckOrder/person/raceCode/code	Race	N	Supported values: "American Indian", "Asian", "Black", "Hispanic", "Other", "Unknown", "White"
<b>Background Check Package/Product Information</b>			
/backgroundCheckOrder/customerNumberCode	BG Customer Number for the client	N	Required when client has a hierarchy setup. One organization with more than one sub-organization sharing the same OrgOID.
/backgroundCheckOrder/orderCart/packageID	BG Package for the Client	Y	One packageID and ProductID list can both exist
/backgroundCheckOrder/orderCart/orderLineItems/productID/number	BG Individual Product Number	N	Required only when packageID is not present; A List of product number
/backgroundCheckOrder/orderCart/orderLineItems/productID/scheme/name	BG Individual Product Name	N	
<b>Personal Identifiers</b>			
/backgroundCheckOrder/person/governmentIDs/id	Social Security Number	N	If /backgroundCheckOrder/person/governmentIDs/nameCode/code =SSN; SSN is required for domestic (US) background checks
/backgroundCheckOrder/person/governmentIDs/nameCode/code	government identification code	N	support code list is "SSN", "SIN", and "PAN"
/backgroundCheckOrder/person/birthDate	Date of Birth	N	Date of Birth is required for most domestic (US) background checks
<b>Address (Current/Previous Addresses)</b>			
/backgroundCheckOrder/addressHistory/CandidateAddress/countryCode	Country	Y if Address section	2 Letter country code

		n is required for BG	
/backgroundCheckOrder/addressHistory/CandidateAddress/LineOne	Address Line 1	N	Size limit 50
/backgroundCheckOrder/addressHistory/CandidateAddress/LineTwo	Address Line 2	N	Size limit 50; over will be copied to address line 3 field
/backgroundCheckOrder/addressHistory/CandidateAddress/LineThree	Address Line 3	N	
/backgroundCheckOrder/addressHistory/CandidateAddress/cityName	City	Y if Address section is required for BG	
/backgroundCheckOrder/addressHistory/CandidateAddress/subdivisionCode/code	State/Province	N	/backgroundCheckOrder/addressHistory/CandidateAddress/subdivisionCode/subdivisionType = state; required if domestic (US/CAN) background checks
/backgroundCheckOrder/addressHistory/CandidateAddress/postalCode	Postal Code	N	
/backgroundCheckOrder/addressHistory/addressFromDate	From Date	N	
/backgroundCheckOrder/addressHistory/addressToDate	To Date	N	
/backgroundCheckOrder/addressHistory/currentIndicator	Current or Previous	Y if Address section is required for BG	"true", Current address is selected
/backgroundCheckOrder/addressHistory/permanentIndicator	Permanent Address if true	N	"true" Indicates permanent address
<b>Other Names</b>			
/backgroundCheckOrder/person/formerNames/givenName	Legal First Name	N	

/backgroundCheckOrder/person/formerNames/middleName	Legal Middle Name	N	
/backgroundCheckOrder/person/formerNames/familyName	Legal Last Name	N	
<b>Driver's License</b>			
/backgroundCheckOrder/person/governmentIDs/jurisdiction/jurisdictionID	Driver's License Number	Y if doing MVR check	When the same section /jurisdiction/jurisdictionCode/code = "DL"
/backgroundCheckOrder/person/governmentIDs/jurisdiction/jurisdictionCode/code	Indicate it is driver's license	Y if doing MVR check	Only "DL" is supported.
/backgroundCheckOrder/person/governmentIDs/jurisdiction/jurisdictionLevelCode/code	Driver's License State/Province	N	
<b>Education/School Information</b>			
/backgroundCheckOrder/educationHistory/institutionName	Education Institution Name	N	
/backgroundCheckOrder/educationHistory/institutionContact/personName	Education Contact Name	N	
/backgroundCheckOrder/educationHistory/institutionContact/communication/landlines/formattedNumber	Education Contact Phone	N	
/backgroundCheckOrder/educationHistory/institutionType	Type of Education	N	
/backgroundCheckOrder/educationHistory/educationStartDate	From Date	N	
/backgroundCheckOrder/educationHistory/educationEndDate	To Date	N	
/backgroundCheckOrder/educationHistory/degreeDate	Degree Date	N	
/backgroundCheckOrder/educationHistory/levelAttain	Education Level	N	1-"Not Indicated", 2-"Some High School", 14-"GED or Equivalent", 3-"High School Graduate", 4-"Some College", 6-"2-Year College Degree", 7-"Bachelor's Level Degree", 8-"Some Graduate School", 16-"Master's Certificate", 9-

nedCode	Attained		"Master's Level Degree", 15-"Some Doctorate School", 10-"Doctorate(Academic)", 11-"Doctorate(Professional)", 12-"Post-Doctorate", 5-"Technical School", 13-"Registered Nurse Degree"
/backgroundCheckOrder/educationHistory/majorArea	Major/Area	N	
/backgroundCheckOrder/educationHistory/gpa	GPA	N	
/backgroundCheckOrder/educationHistory/comments	Comment (for Education)	N	
/backgroundCheckOrder/educationHistory/currentInstitutionIndicator	Current Institution?	N	"true" Then Current Institution box is checked
/backgroundCheckOrder/educationHistory/allowContactEducationInstitutionIndicator	Contact Reference	N	"true" Then Contact Reference is "YES"
/backgroundCheckOrder/educationHistory/institutionContact/address/cityName	Education City	N	
/backgroundCheckOrder/educationHistory/institutionContact/address/lineOne	Education Address Line 1	N	Size limit 50
/backgroundCheckOrder/educationHistory/institutionContact/address/lineTwo	Education Address Line 2	N	Size limit 50; if over 50; the rest is copied into Address Line 3 field
/backgroundCheckOrder/educationHistory/institutionContact/address/lineThree	Education Address Line 3	N	
/backgroundCheckOrder/educationHistory/institutionContact/address/subdivisionCode/code	Education State/Province	N	
/backgroundCheckOrder/educationHistory/institutionContact/address/countryCode	Education Country	N	
/backgroundCheckOrder/educationHistory/institutionContact/address/postalCode	Education Postal Code	N	
<b>Employment/Employer</b>			
/backgroundCheckOrder/employmentHistory/employerName	Employer Corporation Name	N	



/backgroundCheckOrder/employmentHistory/employerContact/personName/formattedName	Employer Contact Name	N	
/backgroundCheckOrder/employmentHistory/employerContact/communication/landlines/formattedNumber	Employer Contact Phone	N	
/backgroundCheckOrder/employmentHistory/employmentStartDate	From Date	N	
/backgroundCheckOrder/employmentHistory/employmentEndDate	To Date	N	
/backgroundCheckOrder/employmentHistory/employmentDuration	Employment Duration	N	
/backgroundCheckOrder/employmentHistory/startPositionTitle	Start Title	N	
/backgroundCheckOrder/employmentHistory/lastPositionTitle	End Title	N	
/backgroundCheckOrder/employmentHistory/reasonForLeaving	Reason For Leaving	N	
/backgroundCheckOrder/employmentHistory/comments	Comment (for Employment)	N	
/backgroundCheckOrder/employmentHistory/currentEmployerIndicator	Employer is Current?	N	If "true", Current Employer is checked
/backgroundCheckOrder/employmentHistory/allowContactEmployerIndicator	Contact Reference?	N	If "true" Contact Reference "Yes" is selected
/backgroundCheckOrder/employmentHistory/employerContact/address/cityName	Employer City	N	
/backgroundCheckOrder/employmentHistory/employerContact/address/lineOne	Employer Address Line 1	N	Size limit 50
/backgroundCheckOrder/employmentHistory/employerContact/address/lineTwo	Employer Address Line 2	N	Size limit 50; if over 50; the rest is copied into Address Line 3 field

/backgroundCheckOrder/employmentHistory/employerContact/address/lineThree	Employer Address Line 3	N	
/backgroundCheckOrder/employmentHistory/employerContact/address/subdivisionCode/code	Employer State/Province	N	
/backgroundCheckOrder/employmentHistory/employerContact/address/countryCode	Employer Country	N	
/backgroundCheckOrder/employmentHistory/employerContact/address/postalCode	Employer Postal Code	N	
<b>Personal Reference</b>			
/backgroundCheckOrder/personalReferences/referenceContact/personName/formattedName	Personal Reference Contact Name	N	
/backgroundCheckOrder/personalReferences/referenceContact/relationshipTypeCode/name	In What Capacity	N	
/backgroundCheckOrder/personalReferences/referenceContact/communication/landlines/formattedNumber	Personal Reference Contact Phone	N	
/backgroundCheckOrder/personalReferences//timeKnown	How Long Have You Known Her/Him?	N	
/backgroundCheckOrder/personalReferences/comments	Comment (Personal Reference)	N	
/backgroundCheckOrder/personalReferences/allowContactIndicator	Allow Contact Reference	N	If "true", Contact Reference box is selected
/backgroundCheckOrder/personalReferences/referenceContact/address/cityName	Personal Reference City	N	
/backgroundCheckOrder/personalReferences/referenceContact/address/lineOne	Reference Address Line 1	N	Size limit 50
/backgroundCheckOrder/personalReferences/referenceAddress	Reference Address	N	Size limit 50; if over 100; the rest is copied into Address Line 3 field

eContact/address/lineTwo	Line 2		
/backgroundCheckOrder/personalReferences/referenceContact/address/lineThree	Reference Address Line 3	N	
/backgroundCheckOrder/personalReferences/referenceContact/address/subdivisionCode/code	Personal Reference State/Province	N	
/backgroundCheckOrder/personalReferences/referenceContact/address/countryCode	Personal Reference Country	N	
/backgroundCheckOrder/personalReferences/referenceContact/address/postalCode	Personal Reference Postal Code	N	
<b>Credential/Credential Information</b>			
/backgroundCheckOrder/professionalReferences/certificationCode/code	Credential License Number	N	
/backgroundCheckOrder/professionalReferences/certificationCode/name	Credential License Type	N	
/backgroundCheckOrder/professionalReferences/issuingPartyName	Credential Issuing Agency	N	
/backgroundCheckOrder/professionalReferences/issuingPartyContact/communication/landlines/formattedNumber	Contact Phone	N	
/backgroundCheckOrder/professionalReferences/expirationDate	Credential Expiration Date	N	
/backgroundCheckOrder/professionalReferences/comments	Comment (for Credential)	N	
/backgroundCheckOrder/professionalReferences/allowContactCredentialIndicator	Allow Contact Reference	N	"true" = "Yes" is selected
/backgroundCheckOrder/professionalReferences/issuingPartyContact/address/cityName	Credential City	N	

/backgroundCheckOrder/professionalReferences/issuingPartyContact/address/lineOne	Credential Address Line 1	N	Size limit 50
/backgroundCheckOrder/professionalReferences/issuingPartyContact/address/lineTwo	Credential Address Line 2	N	Size limit 50; if over 100; the rest is copied into Address Line 3 field
/backgroundCheckOrder/professionalReferences/issuingPartyContact/address/lineThree	Credential Address Line 3	N	
/backgroundCheckOrder/professionalReferences/issuingPartyContact/address/subdivisionCode/code	Credential State/Province	N	
/backgroundCheckOrder/professionalReferences/issuingPartyContact/address/countryCode	Credential Country	N	
/backgroundCheckOrder/professionalReferences/issuingPartyContact/address/postalCode	Credential Postal Code	N	
<b>Order Status/Line Item Details</b>			
/backgroundCheckOrder/orderID	order number in ADP Screening system	N	
/backgroundCheckOrder/orderStartDate	order start date in ADP Screening system	N	
/backgroundCheckOrder/orderCompletionDate	order completion date in ADP Screening system	N	
/backgroundCheckOrder/overallStatus/code	overall status of the order	N	"In-Process", "In-Process Candidate", "Completed", etc
/backgroundCheckOrder/overallResult	overall result of the order	N	
/backgroundCheckOrder/orderCart/orderLineItems/orderID	order number in ADP	N	

	Screening system for all the line items		
/backgroundCheckOrder/orderCart/orderLineItems/displayItemID	each line item number under one order number	N	
/backgroundCheckOrder/orderCart/orderLineItems/displayItemStatusCode	line item status	N	
/backgroundCheckOrder/orderCart/orderLineItems/itemStartDate	line item start date	N	
/backgroundCheckOrder/orderCart/orderLineItems/itemExpectedDeliveryDate	line item expected delivery date	N	
/backgroundCheckOrder/orderCart/orderLineItems/itemCompletionDate	line item completion date	N	
/backgroundCheckOrder/orderCart/orderLineItems/searchResult	search result of the line item	N	
<b>Misc</b>			
/backgroundCheckOrder/requestorEmail	Requestor Email	N	Email address for system user to receive status updates from ADP Screening
/backgroundCheckOrder/externalReferenceID	External Reference ID	N	Client-provided identifier for this candidate/background check order
/backgroundCheckOrder/reportCopyRequestedIndicator	A report copy is requested	N	True indicates candidate requested a copy of the completed background check report
/backgroundCheckOrder/clientBillingID	Billing Code	N	Client-provided indicator which can be displayed on a billing statement and the completed background check report
/backgroundCheckOrder/clientPOID	PO number	N	Client-provided indicator which can be displayed on a billing statement
<b>FCRA Acknowledgement</b>			
/backgroundCheckOrder/FCRAAcknowledgement/acknowledgeIndicator	FCRA acknowledged on client platform	N	True indicates FCRA acknowledged on client platform (requires Compliance Team review)

/backgroundCheckOrder/FCRAAcknowledgement/personName/givenName	First name of person who acknowledged FCRA	N	
/backgroundCheckOrder/FCRAAcknowledgement/personName/middleName	Middle name of person who acknowledged FCRA	N	
/backgroundCheckOrder/FCRAAcknowledgement/personName/familyName	Last name of person who acknowledged FCRA	N	
/backgroundCheckOrder/FCRAAcknowledgement/onBehalfOfIndicator	FCRA acknowledged on behalf of	N	True indicates the person acknowledged on behalf of candidate
<b>Attachments Specification</b>			
/backgroundCheckOrder/attachments/nameCode/code	PDF attachment type	N	"STANDARD" or "OTHER"
/backgroundCheckOrder/attachments/nameCode/name	PDF attachment multipart key	N	"file1", "file2", "file3" or no attachment