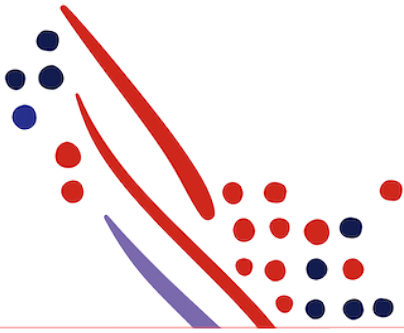




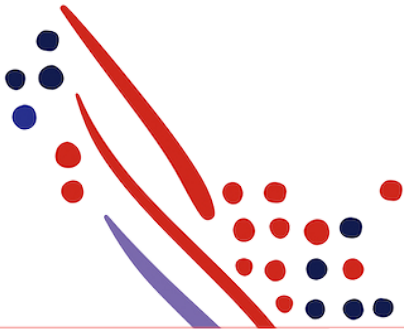
Chapter 9

Data Dictionary

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

Published on
Apr 15, 2022, 05:45 PM

Last modified
Aug 30, 2023, 05:52 PM



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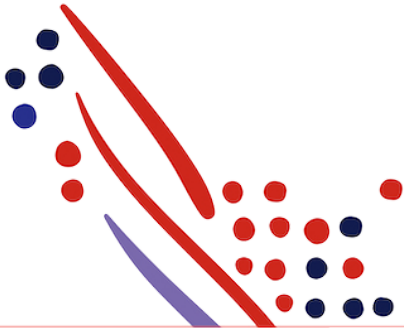
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Published on
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Chapter Contents

Chapter 9

Background Check Order Management Guide for ADP Screening and Selection Services

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
Personal Information			
/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"
Background Check Package/Product Information			
/backgroundCheckOrder/customerNumberCode	BG Customer Number	N	Required when client has a hierarchy setup. One organization with more than one sub-organization sharing the same OrgOID.

	for the client		
/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	
Personal Identifiers			
/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
Address (Current/Previous Addresses)			
/backgroundCheckOrder/addressHistory/Candidate Address/countryCode	Country	Y if Address section is required for BG	2 Letter country code
/backgroundCheckOrder/addressHistory/Candidate Address/LineOne	Address Line 1	N	Size limit 50
/backgroundCheckOrder/addressHistory/Candidate Address/LineTwo	Address Line 2	N	Size limit 50; over will be copied to address line 3 field
/backgroundCheckOrder/addressHistory/Candidate Address/LineThree	Address Line 3	N	
/backgroundCheckOrder/addressHistory/Candidate Address/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
Other Names			
/backgroundCheckOrder/person/formerNames/givenName	Legal First Name	N	
/backgroundCheckOrder/person/formerNames/middleName	Legal Middle Name	N	
/backgroundCheckOrder/person/formerNames/familyName	Legal Last Name	N	
Driver's License			
/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	
Education/School Information			
/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/levelAttainedCode	Education Level Attained	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-"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/e	Contact	N	"true" Then Contact Reference is "YES"

educationHistory/allowContactEducationInstitutionIndicator	Reference		
/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	
Employment/Employer			
/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/employment	To Date	N	

mentEndDate			
/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	
Personal Reference			
/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/referenceContact/address/lineTwo	Reference Address Line 2	N	Size limit 50; if over 100; the rest is copied into Address Line 3 field
/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	
Credential/Credential Information			
/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/addresses/cityName	Credential City	N	
/backgroundCheckOrder/professionalReferences/issuingPartyContact/addresses/lineOne	Credential Address Line 1	N	Size limit 50
/backgroundCheckOrder/professionalReferences/issuingPartyContact/addresses/lineTwo	Credential Address Line 2	N	Size limit 50; if over 100; the rest is copied into Address Line 3 field
/backgroundCheckOrder/professionalReferences/iss	Credential Address Line 3	N	

uingPartyContact/addresses/lineThree			
/backgroundCheckOrder/professionalReferences/issuingPartyContact/addresses/subdivisionCode/code	Credential State/Province	N	
/backgroundCheckOrder/professionalReferences/issuingPartyContact/addresses/countryCode	Credential Country	N	
/backgroundCheckOrder/professionalReferences/issuingPartyContact/addresses/postalCode	Credential Postal Code	N	
Order Status/Line Item Details			
/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 Screening system for all the line items	N	
/backgroundCheckOrder/orderCart/orderLineItems/displayItemID	each line item number under one order number	N	
/backgroundCheckOrder/o	line item	N	

rderCart/orderLineItems/ displayItemStatusCode	status		
/backgroundCheckOrder/o rderCart/orderLineItems/i temStartDate	line item start date	N	
/backgroundCheckOrder/o rderCart/orderLineItems/i temExpectedDeliveryDat e	line item expected delivery date	N	
/backgroundCheckOrder/o rderCart/orderLineItems/i temCompletionDate	line item completi on date	N	
/backgroundCheckOrder/o rderCart/orderLineItems/ searchResult	search result of the line item	N	
Misc			
/backgroundCheckOrder/r equestorEmail	Requestor Email	N	Email address for system user to receive status updates from ADP Screening
/backgroundCheckOrder/e xternalReferenceID	External Reference ID	N	Client-provided identifier for this candidate/background check order
/backgroundCheckOrder/r eportCopyRequestedIndic ator	A report copy is requested	N	True indicates candidate requested a copy of the completed background check report
/backgroundCheckOrder/c lientBillingID	Billing Code	N	Client-provided indicator which can be displayed on a billing statement and the completed background check report
/backgroundCheckOrder/c lientPOID	PO number	N	Client-provided indicator which can be displayed on a billing statement
FCRA Acknowledgement			
/backgroundCheckOrder/ FCRAAcknowledgement/ acknowledgedIndicator	FCRA acknowled ged on client platform	N	True indicates FCRA acknowledged on client platform (requires Compliance Team review)
/backgroundCheckOrder/ FCRAAcknowledgement/ personName/givenName	First name of person who acknowled ged FCRA	N	
/backgroundCheckOrder/ FCRAAcknowledgement/ personName/middleName	Middle name of person who	N	

	acknowledged FCRA		
/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
Attachments Specification			
/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