

Requirements for Personal Investigative Reports

A personal investigative report on each prospective control party must be developed by an independent investigative agency and sent directly to the Department by such agency. It is incumbent upon those individuals or their representative to advise the agency selected that they must be subject to the broadest possible background investigation. In this regard, the portion of the investigation involving the access of public records should include, but not be limited to, contact with the following sources: (a) U.S. District Court, (b) U.S. Bankruptcy Court, (c) State Supreme Court, (d) local Criminal Court, (e) local Civil Court, (f) County Clerk's office, (g) Federal tax lien files, (h) Uniform Commercial Code files, (i) Department of Motor Vehicles, (j) a credit reporting agency, (k) a national news database network, and, where applicable (l) regulatory/administrative agencies and (m) professional licensing agencies. These sources should be contacted in and around all jurisdictions in which the subject of the investigation has resided and been employed for at least the past ten years. It is also expected that the personal background information contained in each individual's questionnaire will be verified, and that references will be interviewed.