

*****Please include all required information as listed below on each order. If required information is not provided or information given is incorrect, additional fees may apply without notice to complete your order.**

- All orders must be in writing on our order form provided.
- Orders received after 3pm central time may not be processed until the following business day.
- TAT are based on business days
- If subject is deceased a \$50.00 fee will be applied to perform search and it MUST be indicated on order that subject is deceased (Subject must NOT be deceased longer than 2 months or automatic no hit fee will be charged). If within 2 months of DOD and a closed account and closure date of account is located, that is considered a full hit.
- Disputes must be sent to us within 90 days of invoice date with authoritative documentation or no refund will be given.
- ****RUSH ORDERS- If a rush is requested on an order, an additional charge of 30% of total hit rate will be applied to order regardless of results. The order will then be immediately worked on by the assigned researcher, however, due to complexities/size/day/time turned in, it may not be completed the same day.

<u>Asset and Employment Searches</u>	<u>Charge and average turn around time</u>	<u>No hit fee</u>
<u>(SB) Statewide Bank Locate</u> Required for search: Personal: Full Name & SSN & state to be searched. Company: CEO name, SSN, FEIN & state to be searched. Helpful Information: Institution of any already known accounts, current address, DOB, spouse or business partners. Returns bank name, number of accounts, balance and last deposit (if available). Returns accounts matching subjects SSN or companies FEIN provided regardless of account title. In compliance with GLB Act, no account numbers can be given. A locate is considered any open account, regardless of balance and includes safety deposit boxes. Any institutions you want excluded from the search will be an additional charge of \$25.00 each.	\$305.00 4-7 days	\$105.00
<u>(B1) Single Bank Account Locate</u> Required for search: Personal: Full Name & SSN & state to be searched. Company: CEO name, SSN, FEIN & state to be searched. Helpful Information: Institution of any already known accounts, current address, DOB, spouse or business partners. Returns first account located only . Returns bank name, number of accounts, balance and last deposit (if available). Returns accounts matching subjects SSN or companies FEIN provided regardless of account title. In compliance with GLB Act, no account numbers can be given. A locate is considered any open account, regardless of balance. Any institutions you want excluded from the search will be an additional charge of \$25.00 each.	\$270.00 3-6 days	\$105.00
<u>(NB) Nationwide Bank Locate</u> Required for search: Personal: Full Name & SSN Company: CEO name, SSN & FEIN Helpful Information: Institution of any already known accounts, current address, DOB, spouse or business partners. Returns bank name, number of accounts, balance and last deposit (if available). Returns accounts matching subjects SSN or companies FEIN provided regardless of account title. In compliance with GLB Act, no account numbers can be given. A locate is considered any open account, regardless of balance. Any institutions you want excluded from the search will be an additional charge of \$25.00 each.	\$650.00 5-7 days	\$105.00
<u>(NBB) Nationwide Bank and Brokerage Accounts Combo</u> See (NB) Nationwide Bank and (BM) Brokerage search for details.	\$795.00 5-7 days	\$200.00 NB hit only-\$550 + \$140.00 BM NH fee BM hit only-\$490.00 + \$145.00 NB NH fee
<u>(BB) Statewide Bank & Brokerage Accounts Combo</u> See (SB) State Bank and (BM) Brokerage search for details.	\$750.00 5-7 days	\$155.00 SB hit only-\$225.00 + \$145.00 BM NH fee BM hit only-\$500.00 + \$35.00 SB NH fee

<p>(BM) Brokerage & Mutual Funds Required for search: Personal: Full Name & SSN Company: CEO name, SSN & FEIN Helpful Information: Institution of any already known accounts, current address, DOB, spouse or business partners. Searches top 50 brokerage houses to locate any investment accounts. Returns bank name, number of accounts, balance total and last deposit (if available). A locate is considered any open account, regardless of balance. In compliance with GLB Act, no account numbers can be given. Any institutions you want excluded from the search will be an additional charge of \$25.00 each.</p>	<p>\$675.00 5-7 days</p>	<p>\$205.00</p>
<p>(AB) Account Balance Update Required for search: Personal: Full Name, SSN & Institution Company: CEO name, SSN, FEIN & Institution Balance on previously identified or provided account. No hit fee applies only if no information is obtained. Closure date is considered a hit. In compliance with GLB Act, no account numbers can be given</p> <p>(AB-BM) Brokerage Balance Update-Brokerage account balances.</p>	<p>\$155.00/ Institution 2-3 days \$265.00/ Institution</p>	<p>\$95.00 \$85.00</p>
<p>(CA) Complete Asset Investigation Required for search: Full Name, & SSN & state to be searched. Company: CEO name, SSN, FEIN & state to be searched. Helpful Information: Institution of any already known accounts, current address, DOB, spouse or business partners Returns current address, real property, a statewide bank search (SB), employment or source of income (E1), reported collections, corporations and business affiliations, litigations, vehicles, known associates, & possible relatives. ****Some information may not be available.</p>	<p>\$775.00 5-7 days</p>	<p>NA SB hit--\$275.00 + \$125.00 E1 NH fee =\$400.00 E1 hit--\$295.00 + \$135.00 SB NH fee = \$430.00</p>
<p>(ECA) Enhanced Asset Investigation Required for search: Full Name, & SSN & states to be searched. Company: CEO name, SSN, FEIN & states to be searched. Helpful Information: Institution of any already known accounts, current address, DOB, spouse or business partners Returns current address, real property, two statewide bank searches (SBx2), brokerage search (BM), reported collections, corporations and business affiliations, litigations, vehicles, known associates, & possible relatives. ****Some information may not be available.</p>	<p>\$825.00 5-7 days</p>	<p>NA SB hit--\$250.00 + \$190.00 NH BM fee SBx2 hit--\$450.00 + 190.00 NH BM fee BM hit--\$550.00 + \$170.00 SBx2 NH fee</p>
<p>(AT) Account Transactions Required for search: Personal: Full Name, SSN, financial institution name and date range wanted. Company: CEO Name, SSN, FEIN, financial institution name and date range wanted. Returns 30 days of previous transactions on indicated account from day order is worked, unless specific date range indicated.</p> <p>Deposits only – Returns 30 days of deposit information only</p> <p>Origin of a single deposit/transaction- Returns origin information of a single transaction/deposit indicated.</p> <p>Closure date of specific account- Returns closure date of indicated account.</p>	<p>\$350.00/month 2-4 days \$215.00 \$95.00 \$40.00</p>	<p>N/A N/A</p>
<p>(E1) Employment Locate Required for search: Name, SSN, and current address. Helpful Information: Last known employer Returns current employment or any source of income. Social security and self employment is considered a hit. Excluding a known employer has a \$25.00 exclusion fee.</p>	<p>\$350.00 5-7 days</p>	<p>\$145.00</p>

<u>Credit Searches</u>	<u>Charge and average turn around time</u>	<u>No hit fee</u>
<p>(CR) Credit Report Required for search: Name, address, SSN and signed release. Must indicate permissible purpose. All reports are hits regardless of information on file even if no credit is located. FCRA requirements apply.</p>	\$90.00 1-3 days	NA
<p>(CR-Bus) Business Credit Report Required for search: Business name, address, FEIN, principle info including name, and SSN and signed release All reports are hits regardless of information on file even if no credit is located. FCRA requirements apply.</p>	\$235.00 1-3 days	NA

<u>Skip Trace Searches</u>	<u>Charge and average turn around time</u>	<u>No hit fee</u>
<p>(ST) Skip Trace Required for search: Name, SSN and last known address Helpful Information: Spouse name or associates or any information you may have on subject. Returns a physical address to contact the subject. May return a work address.</p>	\$275.00 5-7 days	\$95.00
<p>(US) Utility Search Required for search: Name, SSN and metro area to search. Returns any information the utility companies in the area have on file for subject including active accounts, closed accounts, status of accounts, and forwarding address. No hit only applies if we are unable to obtain any information or none on file</p>	\$160.00 1-3 days	\$75.00
<p>(REV US) Reverse Utility Search Required for search: Street Address, City, State, and Zip Code Helpful information: Suspected residents name and SSN Returns current utility holder information for requested address.</p>	\$190.00 1-3 days	\$80.00

<u>Phone Searches</u>	<u>Charge and average turn around time</u>	<u>No hit fee</u>
<p>(PB) Phone Break Required for search: Cellular number Returns the account holder's name and address (address may be mailing address). If phone number is disconnected, returning the last account holder's information, (if still on file) is considered a hit.</p>	\$105.00 1-3 days	\$65.00
<p>(PL) Phone Locate Required for search: Name, address & SSN Returns current phone number for the subject. This may be a landline or cellular number. Phone may be under another person's name at the residence where subject resides.</p>	\$160.00 1-3 days	\$80.00

<u>MISC Searches</u>	<u>Charge and average turn around time</u>	<u>No hit fee</u>
<p>(FL) FEIN Locate Required for search: Full company name, address and principle name and SSN. Returns FEIN for indicated business.</p>	\$140.00 7-9 days	\$80.00
<p>(REV FL) Reverse FEIN Locate Required for search: FEIN Helpful information: Possible principle information Returns business associated with provided FEIN.</p>	\$165.00 7-9 days	\$85.00
<p>(SS) Social security number Required for search: Name, address and DOB Returns individuals SSN.</p>	\$90.00 1-2 days	\$65.00
<p>(RES) Research Time</p>	\$125.00/hour	NA

Research of any needed information to complete your order or any order not specified on list.		
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REQUEST FORM

Roland Process Service & Investigations, LLC
Phone (720) 382-1882 Fax (303) 306-3498

You may also email orders to us at service@rolandinvestigations.com

Information request

Date: _____

Your Ref if any: _____

You're Company Name: _____

State: _____

Phone: _____

FAX: _____

Email: _____

Search Subject Info: Please fill in any info needed for the search:

Full Name: _____ DOB: _____

SSN: _____ Lic #: _____ St: _____

Address: _____

City: _____ State: _____ Zip: _____

Vehicle tag or VIN: _____ State: _____

Telephone, cell or pager #: _____

Search requested: _____

Permissible Purpose or Reason: _____

Instructions or comments:

Signature: _____



DENVER
ATTORNEY
SERVICES

Credit Card Authorization Form

Please complete all fields. You may cancel this authorization at any time by contacting us directly. This authorization will remain in effect until cancelled or another form of payment is provided.

Credit Card Information	
Card Type (please circle):	
   	
Cardholder Name (as shown on card):	
Card Number:	
Expiration Date:	CCV:
Cardholder Complete CC Billing Address:	
Company Name:	

I, _____ authorize **RPS&I / DAS** to charge the credit card provided above for agreed upon purchases. I understand that my information will be saved on file for future transactions upon my approval & prior consent.

Cardholder Signature

Date