

# AN INVITATION TO JOIN

## The Public Record Retriever Network

*...Network with the Best!*



### What is The Public Record Retrieval Network (PRRN)?

PRRN is the largest membership organization representing professionals in the public record industry. With over 500 members, PRRN Members engage in the business of retrieving public record documents from local government agencies in over 2,000 counties nationwide.

PRRN Members are recognized as the nation's experts in local public record searching and document retrieval. Members adhere to the PRRN Code of Professional Conduct.

### What is The PRRN Mission?

Our mission is to promote development within the public document retrieval industry for—

1. Standards for document retrieval procedures and professional conduct
2. Improved marketing and sales practices

### Who is Eligible For PRRN Membership?

Any firm who retrieves public record documents is eligible for **PRRN Membership**.

**Regular Membership** is open to any firm or individual that *physically* visits searches public records or retrieves documents at county offices, or at courts within the covered county or counties, or visits local, state, or local federal government agencies within a county. The number of counties a member may list is limited to those counties serviced in-person by that member and their FICA-employees only.

Also, **Associate Memberships** are available for firms and individuals that utilize the services of document retrievers and/or support the PRRN Mission. Examples are screening firms, database companies, software firms, attorneys, etc.

### What is the PRRN Code of Public Record Retriever Standards?

PRRN has established industry standards that apply to all members within the specific part of the industry they serve. The four-page Standards document covers such items as *performing the search, reporting the search, and legal compliance*. Also included is the Code of Professional Conduct that sets the highest standards of ethics and conduct when dealing with other members and with clients.

*PRRN is our main source of getting new areas covered across the county. We will always go first to the PRRN Members before we contact any other company.*

**Hal W. Smith,  
Research  
Information  
Services of Kansas**

# Benefits of PRRN Membership

## 1. Promoting Your Company

The PRRN Members are strongly promoted to the business entities that use public records and hire public record retrievers. For example —

- Potential new clients use the "Find an On-Site Record Retriever" at these heavily used web pages:
  - [www.PRRN.us](http://www.PRRN.us)
  - [www.BRBPublishations.com/prrn](http://www.BRBPublishations.com/prrn)
  - [www.CriminalRecordSources.com](http://www.CriminalRecordSources.com)
- A printed copy of the **PRRN Membership Directory** is distributed to thousand of potential new clients. Also, each PRRN member receives a copy of the Directory.
- PRRN Members are exclusively profiled on the *Public Record Research System*, an Internet subscription product.
- The PRRN Members' profiles are prominently featured within the web subscription product known as *The National Directory of Local Court and County Record Retrievers*.
- Both a print and web version of the **PRRN Member Logo** is available for use on a member's web page or advertising material.

## 2. Communications and Problem Solving

- The **PRRN List Serv** gives members the ability to communicate on needs and topics of interest. This is a private list serv exclusively for PRRN Members.
- The PRRN Directors **monitor problems or disputes** members may have with other members or non-members.
- Throughout the year PRRN Members are notified when events affect public record retrievers.
- The PRRN Directors monitor legislation and get involved when necessary to lobby legislative committees and licensing boards.
- PRRN Members receive the **PRRN newsletter, SOURCES**. This newsletter features articles relevant to the public record retrieval industry and how to increase your business or to operate more efficiently.

## 3. Public Record Retrieval Industry Standards Manual (PRRISM)

PRRISM, a 35-page document available to *only* PRRN Members, is a valuable reference manual full of useful information regarding standards, guaranties, and disclaimers; preparation of reports; pricing and invoicing; and how to handle billing and receivables problems.

## 4. PRRN "Members Only" Web Page Features

- Four PRRN **Approved Forms** can be downloaded. These forms are recommended for use when setting up new accounts and establishing credit limits.
- Download the **Researcher/CRA Model Agreement Template**.
- Download a copy of the **Public Record Retriever Industry Standards Manual (PRRISM)**.
- Download a **Current Roster** of all PRRN Members.
- Download previous editions of the SOURCES newsletter, industry related articles, and email memos.

*Coastal Office Dimensions has been a member of PRRN for many years! We always ask our new clients where they heard about us. The majority of our clients are a direct result of our association with PRRN! Keep up the great work, PRRN!*

**Coastal Office  
Dimensions**

*...Network with the Best!*



# PRRN Code of Professional Conduct

The Public Record Retriever Network (PRRN) Code consists of ten guidelines according to which each member of the Network conducts its business.

## The Competency Guidelines

The Competency Guidelines refer to each of the types of records a PRRN Member is proficient in retrieving, as specified in *The Local Court & County Record Retrievers* directory.

1. We know where each type of local public record is maintained.
2. We access these agencies regularly.
3. We understand the contents of the documents we retrieve.
4. We search records ourselves in those agencies that do not conduct searches for the public.
5. We maintain good relationships with agency personnel.

## Client Service Guidelines

The Client Service Guidelines refer to the way in which each PRRN Member is expected to serve their clients.

1. We return calls promptly.
2. We complete projects as promised.
3. We explain our charges in advance.
4. We will expedite results, on request.
5. We will explain how agencies maintain their records, when requested.

## How Do I Join PRRN?

Membership in PRRN is based on a Jan. 1 through Dec. 31 calendar year. Complete the PRRN Membership Application form on the backside and the enclosed **Retriever and Abstractor Questionnaire**. If you did not receive this questionnaire, please call 800-929-3811 and request that one be faxed or mailed to you.

Keep in mind these two important points —

- PRRN Membership dues are based on a calendar year. Dues are calculated at \$12.00 per on-site county, per year, with a \$30.00 minimum for entities with services in only 1 or 2 counties. For enterprise companies the following fee structure is in place:

- 21-50 counties is \$240 total
- 51-80 counties is \$279 total
- 81+ is \$325 total

Dues are prorated when joining after March 1st. The dues for an Associate Membership is \$39.00.

- The counties or parishes you service ON-SITE by yourself or with your true FICA-Medicare deducted employees (and not by correspondents, subcontractors or other retrievers).

*...Network with the Best!*



*I have been a PRRN member for the past seven years and have gotten major business just from being in the directory! PRRN is also supportive of its members and keeps its information up-to-date, and makes it easier for its people to find new clients.*

**Vin Lunney  
Investigations Inc.**

# PRRN Membership Application

Please provide all the information requested and mail or fax, along with completed Questionnaire, to PRRN at the address indicated. Please save a copy of this application for your records.

Firm Name: \_\_\_\_\_

Firm's Designated Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Email address of Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

As a Member of PRRN, we agree to:

- I. Support the Objectives of The Public Record Retriever Network,
- II. Abide by the Code of Professional Conduct, and
- III. Accept the Terms of Membership.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Dues Payment Enclosed \_\_\_\_\_

(Fee is based on \$12.00 per county, as shown in Local Retrieval Area on Questionnaire, minimum is \$30.00, maximum fee \$325.00)

Bill to credit card (circle one): AMEX Visa MC Discover

# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Check enclosed (made payable to BRB Publications).

If you do not perform local document retrieval, but provide pre-employment screening, database access or records from a statewide, regional or national source, you may become a **PRRN Associate Member**. If this is so, please check the box below.

I wish to join as a PRRN Associate Member. I understand the fee is \$39.00 per year.

## Terms of Membership

PRRN is a service by BRB Publications, Inc. for the purpose of promoting standards in the retrieval industry. The principals of BRB, Carl Ernst and Michael Sankey, serve as the Directors of PRRN.

PRRN Members agree to follow the highest standards of ethics and conduct in all their dealings with other members and with clients. These standards not only include those explicitly listed in the Code of Professional Conduct, but also include such matters as paying invoices to other firms in a timely fashion and not accepting projects which members are not competent to complete correctly or in a timely manner.

The members of PRRN may communicate with the Directors at any time, using the Retriever Satisfaction Survey or any other means, concerning problems or disputes with other members or with clients. The Directors may, at their sole discretion, use such

information to inform members about such disputes, including but not limited to failure to pay invoices and failure to complete project on time or correctly. At the request of any member, the Directors may mediate disputes among members.

Once you are a PRRN Member, your continued membership depends on your maintaining the standards expressed in the Code of Professional Conduct and the Terms of Membership. The Directors of PRRN may, at their sole discretion and without notice, cancel the membership of any member that, in their opinion, has not met the spirit of these terms. Fees will not be returned upon cancellation of membership.

Members agree explicitly not to hold the Directors or any other members liable in any way for reporting or taking action on problems or disputes communicated to them in good faith.

## The Public Record Retriever Network

c/o BRB Publications, PO Box 27869, Tempe AZ 85285 • Phone: 800-929-3811 • Fax: 800-929-4981

[www.prrn.us](http://www.prrn.us), [www.brbpublications.com/PRRN](http://www.brbpublications.com/PRRN) and [criminalrecordsources.com](http://criminalrecordsources.com)

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# PRRN Associate Member Questionnaire

For Profiles Appearing at BRBPublications.com or CriminalRecordSources.com

**Instructions:**

Please keep in mind we will enter your company's information into a database, thus some limitations may be imposed on your answers. Please select only from the choices listed, unless "Other" appears. Also, watch for the word **"LIMIT"** to appear, followed by a number; the number indicates the maximum amount of choices.

**Where To Send Completed Questionnaire**

BRB Publications, Inc,  
PO Box 27869  
Tempe, AZ 85285

or Fax to:  
800-929-3810

OR Email to:  
[brb@brbpublications.com](mailto:brb@brbpublications.com)

## 1. BASICS ABOUT YOUR COMPANY...

### Location and Contact Info Shown on Profile

Business Name: \_\_\_\_\_ Year Your Firm was Founded \_\_\_\_\_

Parent Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, Street, Zip: \_\_\_\_\_

Website \_\_\_\_\_ Email Address \_\_\_\_\_

Local Phone \_\_\_\_\_ Toll-Free Phone \_\_\_\_\_

Local Fax \_\_\_\_\_ Toll-Free Fax \_\_\_\_\_

### Branches **LIMIT – the 3 most important-**

City	State	Phone	Fax

### National Memberships **LIMIT – the 6 most important-**

Indicate your membership(s) in NATIONAL professional trade organizations:

- |  |   |
|--|---|
| <input type="checkbox"/> AAMVA American Assn of Motor Vehicle Administrators   | <input type="checkbox"/> PRRN Public Record Retriever Network         |
| <input type="checkbox"/> ACFE Assn of Certified Fraud Examiners                | <input type="checkbox"/> REIPA Real Estate Information Providers Assn |
| <input type="checkbox"/> ASIS American Society for Industrial Security         | <input type="checkbox"/> SHRM Society of Human Resources Management   |
| <input type="checkbox"/> NAPBS Nat'l Assn of Professional Background Screeners | Other (National Assn's only): _____                                   |
| <input type="checkbox"/> NAPPS Nat'l Assn of Professional Process Servers      | Other (National Assn's only): _____                                   |
| <input type="checkbox"/> NPRRA Nat'l Public Record Research Assn               | Other (National Assn's only): _____                                   |

### Private Investigator and or Process Server

Is your firm a licensed Private Investigator? Yes No (if Yes - in which states \_\_\_\_\_)

Is your firm a licensed Process Service? Yes No (if Yes - in which states \_\_\_\_\_)

### Clientele Restrictions

Do you accept casual, one-time, or infrequent requestors? Yes No

As a rule, is a license or agreement or \_\_\_\_\_ required of your customers? Yes No

## 2. TYPES OF SERVICES YOU PROVIDE...

### Indicate Which Type(s) of Vendor Is Applicable For Your Firm

**Search firms** (often are private investigation agencies) use services of the local retrieval firms, or use online gateways and distributors or go direct to government agencies themselves, or combine all methods. Search firms may focus on one geographic region – like New England – or on one specific type of public record information – like criminal records.

\_\_\_\_\_ We are a **Consumer Reporting Agency**.

50 % or more of our business revenue is earned by providing Pre-Employment Screening or Tenant Screening services to end-users. (Skip Section 4 on the next page)

\_\_\_\_\_ We are a **Proprietary Database Vendor (Data Aggregator)**

We are a true data broker and maintain our unique in-house database and sell access to others. Example: LexisNexis or Aristotle.

\_\_\_\_\_ We are a **Public Record Gateway**

We are a sophisticated electronic, direct access point to government agencies or DB vendors, sometimes using data extraction (aka screenscraping). Example - Fetch or ACE.

\_\_\_\_\_ We are a **Statewide Search Firm**

We access data from government agencies and/or database vendors and/or gateways. We often hire others to perform onsite statewide searches onsite. Examples are GA Public Records and Convergence Research

## 3. STATEMENT OF CAPABILITIES...

Either **attach** a document or **use box below** to provide a statement describing what is distinctive or unique about your products and services. Please use complete sentences. If you wish to leave the box below blank, BRB Publications will write a short description based on the company information found on your website.

**Ideas of what to include:** Company strengths, commitments or ideals, specialized services you provide, unique turnaround capabilities, database attributes not detailed elsewhere in the questionnaire, specific access modes related to specific products, special professional background of key employees, *and what you do best*.

(But, please Do NOT include specific pricing features, or superlatives [i.e. "the fastest," "the best," etc.], promotion of investigative skills [such as surveillance], or the promotion of "trade secret databases.")

## 4 DATA PROVIDED BY DISTRIBUTORS, GATEWAYS, AND SEARCH FIRMS

### Products & Information Categories

**Search Firms:** Only fill out the first two columns

**For Distributors:** Indicate DB in column 3 for Content in databases YOU own and maintain in-house, and provide access to as a service.

**For Gateways** Indicate GT in column 3 for Content you pass thru electronically direct to the client – you do not alter the content.

#### Indicate Type of Data and if a Proprietary Database or Gateway Product

Content Code (See list below)	Coverage Area - by State	If DB* or GT*	Actual Source of Data if Gateway or Search Firm (This is not published or printed)

\*If you obtain a database from another source and repackage/redistribute it for sale, mark the content "GT" which stands for Gateway. Otherwise, write "DB," which stands for Database, i.e. those products that you own and maintain.

### Content Codes

- |                                    |                                    |                                |
|------------------------------------|------------------------------------|--------------------------------|
| 1. Aviation                        | 12. Genealogical Information       | 23. Software/Training          |
| 2. Bankruptcy                      | 13. Legislation/Regulation         | 24. Tenant History             |
| 3. Boating or Vessel Records       | 14. Licenses/Registrations/Permits | 25. Trademarks                 |
| 4. Business Entity Related Records | 15. Liens and judgments            | 26. Uniform Commercial Code    |
| 5. Civil Court Filings             | 16. News/Current Events            | 27. Vehicle Related            |
| 6. Criminal Records                | 17. Patents                        | 28. Vessel and Boating Records |
| 7. Driver Related                  | 18. PeopleFinder                   | 29. Vital Records              |
| 8. Education Verification          | 19. Probate Related                | 30. Wills/Probate              |
| 9. Election or Voter Related       | 20. Property Tax/Assessor          | 31. Workers Compensation       |
| 10. Environmental                  | 21. Real Estate Ownership          |                                |
| 11. Foreign Country Information    | 22. SEC/Other Financial            |                                |

**Examples** The first line is a company has its own database of "Business Entity Related Records" from the Secretary of States in DE, IL, MD, and NY. The 2nd line is a firm that accesses driving records directly from three states. The 3rd line is a company that obtains criminal record information at the courthouse in 3 states.

Content Code	Coverage	GT or DB	Source if Gateway or Search Firm
4	DE, IL, MD, NY	DB	Secretary of State
7	CA, OR, WA	GT	
6	FL, GA, SC		

**Submitted by:**

Printed Name* :
Signature
Title:
Company:
Phone** :
Contact Email Address** :
Date:

\* Name is required

\*\* Either Phone or Email Address is Required

**Please Return to:**

**BRB Publications Inc.**

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Tempe, AZ 85285

Fax: 800-929-4981

Email to : [brb@brbpublications.com](mailto:brb@brbpublications.com)

Questions? - Call us at 800-929-3811

Once approved, your listing will normally appear on the BRB online products within 2 days or less.