

Welcome Prospective Old Republic Title Signing Professional!

We at Old Republic Title are excited about the opportunity to contract with you as an independent contractor signing professional (“Signing Professional”) for Old Republic Title and our client partners. Old Republic Title is more than confident that our relationship will be successful resulting in satisfied clients and consumers.

As a Signing Professional for Old Republic Title, the customer’s positive experience is of paramount importance and this is built on the practice of exceeding the expectations of our client partners and their customers. Old Republic Title takes great pride in the ability to achieve this goal and requires that the Signing Professional shares this passion for excellence. The client partners of Old Republic Title grade the quality of our service as a whole, including the efforts of the Signing Professional via customer surveys. The Signing Professional plays a very important role that impacts the customer’s overall experience by focusing on appearance, professionalism, knowledge and timeliness.

In the pages following this letter, you will find documentation that will be helpful to you in understanding Old Republic Title’s expectations of Signing Professionals.

Table of Contents:

- Page 2: Notary Guiding Principles/Training/Screening
- Pages 4 and 5: Old Republic Title Signing Professional Process Expectations/Overview
- Page 6: Signing Professional Business Attire Guideline
- Page 7 - 10: Old Republic Title Signing Professional Application
- Page 11: Old Republic Title Questionnaire
- Page 14: Old Republic Title Acknowledgment

Old Republic Title realizes that communication is crucial to the success and future growth of this new relationship. Old Republic Title encourages an open and proactive line of communication on each order as well as our overall business association together. Please direct any questions and/or concerns to Old Republic Title Signing Services at 866-938-0328 or ORTSignings@oldrepublictitle.com. Old Republic Title looks forward to beginning a long and successful business partnership with you!

Thank You,

OR SigningPro Department
Old Republic Title Residential Information Services

Notary Guiding Principles
(As defined by the National Notary Association)

As a Notary Public, you are a Public Official bound by the laws of your State and not by anyone else, including an employer, friend, associate or family member.

1. Always follow state law that requires the signer to be in your physical presence every time you notarize, without exception.
2. Always have the signature on the document affixed or acknowledged in your presence.
3. Always obtain identification that contains a photograph, physical description and signature.
4. Always confirm that the signer is not being coerced and is willingly signing the documents you notarize.
5. Always attach a Notary certificate if wording is not already printed on the document.
6. Always notarize only the documents that are complete and without blank spaces.
7. Always use a seal when you notarize, and be sure to keep it in your custody and control at all times.
8. Always refrain from giving advice to signers unless you have the professional training and credentials to do so.

National Notary Association (NNA) Training and Screening Process

Old Republic Title expects all Signing Professionals to complete an enhanced comprehensive Notary training and certification program similar to that offered by the NNA. This enhanced training should include privacy training (see screening requirements attached).

Old Republic Title expands upon the National Notary Association's (NNA) guiding principles and training for certified signing specialist standards.

Our expectations of Signing Professionals include::

1. Carry an appropriate Errors and Omissions (E&O) coverage (\$25,000.00 minimum).
2. Provide a copy of current commission. Old Republic Title's database is constantly updated to monitor any notary who has not provided current information within one month of its expiration. You will be reminded at 90, 60 and 30 days from expiration.
3. Wear business attire and act in a courteous and professional manner.
4. Maintain the standards set by the Certified Signing Specialist Code of Conduct.
5. More information is located at www.signingprofessionalsworkgroup.org for your convenience.

Screening requirements for Signing Professionals:

1. Valid United States citizenship or appropriate immigration certification/status.
2. Social security number search to verify the accuracy of the individual's identity and current and previous addresses.
3. Consent to an annual, comprehensive criminal background check of all criminal court records (misdemeanor, felony and federal courts) in each venue of the Signing Professional's current and previous home addresses for the past ten (10) years (where permitted by law) to the date of being engaged as a Signing Professional by Old Republic.
4. Old Republic Title will not assign any Signing Professional who has been convicted of a criminal offense involving dishonesty or a breach of trust or money laundering, or has agreed to enter into a pretrial diversion program or similar program in connection with the prosecution for such offense as described in Section 19 of the Federal Deposit Insurance Act, 12 U.S.C. 1829(a).

To the extent permitted by law, Old Republic Title will not assign or permit any Signing Professional to provide services who, in the previous ten (10) year period (depending on state statutes), pled guilty to, no contest, or has been convicted of, or entered a pretrial diversion program in connection with the prosecution of, any criminal offense regardless of whether described as a **felony or as a misdemeanor** involving dishonesty, a breach of trust, or money laundering (excluding traffic violations not involving personal or property damage); *including but not limited to:*

- Purchase or Sale of a Security
- Burglary
- Counterfeiting
- Forgery
- Extortion
- Murder
- Making a False Statement to a Government Official, Law Enforcement Officer, or Under Oath
- Manslaughter
- Rape
- Criminal Sexual Conduct
- Crimes Against Children
- Embezzlement; Theft
- Conspiracy
- Robbery
- Identity Theft
- Petit (Petty) Larceny
- Use or Possession of Stolen Property
- Arson
- Serious Assault
- Serious Battery
- Domestic Violence
- Terrorist Threats

SIGNING PROFESSIONAL EXPECTATIONS

The purpose of this document is to share what is expected of Signing Professionals supporting our loan signings. Each stage of the real estate transaction leaves an impression on the customer and the signing experience is no exception. Preparedness, professionalism and presentation, among other important attributes, help establish the confidence the customer has in the Signing Professional's abilities and ultimately reflect back on the Old Republic brand.

General

The Signing Professional is expected to perform his/her duties as established by the law and other governing bodies. Misconduct in any form, including the mishandling of customer information/loan documents, is not tolerated and will require corrective action. Corrective action includes, but is not limited to:

- ❖ Waiver of signing provider fee.
- ❖ Removal of a Signing Professional from Old Republic Title's approved professional list for not complying with the guidelines on three (3) separate occurrences
- ❖ Immediate removal of a Signing Professional from Old Republic Title's approved professional list, at the request of clients.

Communication

Initial contact with the customer should be made immediately upon receiving the scheduling request and confirmation communication on the day of the signing appointment. Old Republic Title shall provide you with a script for when you need to contact the customer and to go over the appointment details. Please be courteous to the consumer and limit phone calls between the hours of 9:00 am and 9:00 pm local time. Do not reassign. If the Signing Professional is unable to keep a signing appointment, the Signing Professional shall cooperate with Old Republic Title to have another Signing Professional attend. The Signing Professional should not delegate the signing to someone else.

Old Republic Title understands each signing is unique; however, the majority of the signings will follow the basic procedures below:

- Old Republic Title will contact the Signing Professional to check his/her availability to witness the signing. Signing Professional is an independent contractor and is not obligated to accept any signings offered by Old Republic. The signing date requested could be anywhere from the same day to 30 days from the current date. As an independent contractor you are not required to accept our offered engagement and are free to provide your services to others.
- 24 hours prior to the scheduled signing, the Signing Professional is responsible for calling Old Republic Title to confirm he/she is still able to witness the signing.
- Old Republic Title will email the Signing Professional a link in a secure email including the password for the professional to retrieve the secure signing package and will call to inform the Signing Professional it is available.

- The Signing Professional must arrive at the signing location 10 minutes prior to the scheduled signing time. If this timeframe could potentially be missed, the Signing Professional must contact the customer immediately and Old Republic Title at 888-406-5166 to inform both parties of the delay, in order for all parties involved to be properly informed.
- If the customer is not present at the scheduled time, the Signing Professional must contact the customer every 10 minutes after the scheduled time at all contact numbers provided. After 30 minutes, the Signing Professional is permitted to leave, but must notify Old Republic Title immediately of the failed signing.
- On the same day the signing is complete, the Signing Professional must fax back the documents (if required for that particular signing) to 888-314-9503 after which the Signing Professional is required to return the entire signed package via FEDEX using the prepaid label provided in the closing package.
- Payment for services rendered will be paid by Old Republic Title in an efficient manner after the loan disburses. If the signing is cancelled at the signing table, Old Republic Title will pay the Signing Professional a negotiated trip fee. The Signing Professional will never request or accept payment from the customer for the services rendered.
- All quotes or extra fees must be approved in writing before services are provided.

SIGNING PROFESSIONAL BUSINESS ATTIRE GUIDE

In accordance with the proposed Code of Conduct issued by the Signing Professionals Workgroup, Old Republic Title requires Signing Professionals to wear business attire while conducting signings for Old Republic Title. Below are examples of what Old Republic Title considers to be appropriate business attire.

Appropriate Attire



Clothing should be neat, clean, pressed, and appropriate to a business environment. Men must wear a dress shirt with dress pants and shoes. Women must wear a blouse with dress pants or skirt, or a business-appropriate dress. Hemlines of skirts and dresses should not be above knee-length. Suits are required for branch closings.

Inappropriate Attire



Clothing should not be distracting or revealing, torn, frayed, stained or otherwise unsuitable for customer contact. Body piercings, visible tattoos and unprofessional hairstyles/colors may be not appropriate. Denim, sweatshirts/pants, flip-flops, sneakers, shorts, halter-top's, tank tops, and hats are not to be worn. Clothing with profane/offensive words or logos is not acceptable.

Acknowledgment

Thank you for your interest in providing independent, professional signing services to Old Republic Title Residential Information Services.

The Signing Professional is expected to perform his/her duties as established by the law and other governing bodies. By signing this document, you acknowledge that you have read and that you understand the following documents provided by Old Republic Title Residential Information Services and agree to follow the expectations and guidelines set forth.

If you have any questions or concerns prior to signing this document please contact the Old Republic Title OR SigningPro team immediately at ORTSignings@oldrepublictitle.com or call 866-406-5166.

Please check mark the following boxes indicating you have fully read and understand the following documentation provided below.

- Notary Guiding Principles and Screening Requirements
- Signing Professional Expectations
- Diversity Profile Questionnaire
- Deceased Party Notification/Customer Criticism
- Private Nonpublic Information Privacy Protection Policy Agreement Notice

Independent Contractor Status. Signing Professional and Old Republic Title agree that the Signing Professional is an independent contractor and not a partner, joint venturer, agent, or employee of Old Republic Title. The Signing Professional is not under any type of exclusive business relationship with Old Republic Title and is free to provide services to other companies. Old Republic Title does not guarantee that it will engage the Signing Professional for a minimum number of witness signings. Old Republic Title reserves its right to assign or not to assign witness signings to the Signing Professional in Old Republic Title's sole and absolute discretion. Signing Professional shall choose the manner and means to perform the signing services and shall provide its own equipment, tools, and other materials at its own expense. Signing Professional, at his/her sole cost and expense, will maintain appropriate insurance as required by Old Republic Title. Signing Professional is solely and exclusively liable for complying with, and making all payments under, all applicable state, federal laws, including laws governing self-employed individuals if applicable, such as licensing laws, laws related to payment of taxes, social security, disability, and other contributions based on fees paid to the Signing Professional. Since Signing Professional is an independent contractor. Old Republic Title will not withhold or make payments for social security, unemployment insurance or disability insurance contributions, or obtain workers' compensation insurance on Contractor's behalf. Contractor hereby agrees to indemnify and defend Old Republic Title against any and all such taxes or contributions, including penalties and interest. Upon request by Old Republic Title, Signing Professional shall provide proof of payment of appropriate taxes on fees paid to Signing Professional.

I acknowledge that I have fully read, understand and agree to the expectations, guidelines, and independent contractor status provision as set forth above.

Please sign/date below:

_____ Date _____

GRAMM-LEACH-BLILEY ACT

On November 12, 1999, President Clinton signed The Gramm-Leach-Bliley Act (“G-L-B”) into law. This Act is effective November 13, 2000. Full compliance is required by July 1, 2001. Subtitle A of Title V of the Act, captioned Disclosure of Nonpublic Personal Information, limits the instances in which a financial institution may disclose personal information about a consumer to nonaffiliated third parties, and requires a financial institution to disclose to all of its customers the institution’s privacy policies and practices with respect to information sharing with both affiliates and nonaffiliated third parties.

TITLE V -- PRIVACY

- Requires clear disclosure by all financial institutions of their privacy policy regarding the sharing of non-public personal information with both affiliates and third parties.
- Requires a notice to consumers and an opportunity to "opt-out" of sharing of non-public personal information with nonaffiliated third parties subject to certain limited exceptions.
- Clarifies that the disclosure of a financial institution's privacy policy is required to take place at the time of establishing a customer relationship with a consumer and not less than annually during the continuation of such relationship.
- Clarifies that nothing in this title is intended to modify, limit, or supersede the operation of the Fair Credit Reporting Act.
- Requires that rules for the disclosure of institutions' privacy policies must be issued by regulators within 6 months of the date of enactment. The rules will become effective 6 months after they are required to be prescribed unless the regulators specify a later date.
- Assigns authority for enforcing the subtitle's provisions to the Federal Trade Commission and the Federal banking agencies, the National Credit Union Administration, the Securities and Exchange Commission, according to their respective jurisdictions, and provides for enforcement of the subtitle by the States.

Scope and Purpose

This policy applies to all vendors who work for any branches or affiliates of Old Republic Title Residential Information Services. (“OLD REPUBLIC TITLE”). The purpose of this policy sets forth a

program to prevent misuse of private information received from OLD REPUBLIC TITLE' clients and their respective customers.

Private Nonpublic Information Privacy Protection Policy

At OLD REPUBLIC TITLE, protecting the privacy and confidentiality of the personal information of our clients and their respective customers is important to us. Old Republic Title values the business and the trust our clients place with OLD REPUBLIC TITLE. In order to offer our products and services, Old Republic Title collects, maintains, and uses information about our clients and their respective customers on a routine basis.

To help our vendors better understand how this information is protected, Old Republic Title is providing the following statement describing our practices and policies with the respect to the privacy of Customer Information.

- OLD REPUBLIC TITLE under no circumstances sells private, nonpublic information to third parties.
- Old Republic Title does not disclose any nonpublic personal information on our current or former clients or their customers to any affiliate or nonaffiliated third party except as permitted by law.
- Old Republic Title may collect information volunteered by clients and their respective customers during the application process, and obtained from other authorized sources, such as credit bureaus. All information collected and stored by OLD REPUBLIC TITLE is used for specific business purposes, such as administering accounts, complying with state/federal insurance regulations, protecting against fraud, and developing a better understanding of title and settlement needs to provide improved products and services.
- Old Republic Title understands that the protection of private, nonpublic personal information is of the utmost importance. Guarding our clients and their respective customer's privacy is our obligation. OLD REPUBLIC TITLE maintains strict procedures and policies to safeguard this privacy. Old Republic Title restricts vendor access to client and their customer information to only those who have a business reason to know such information, and Old Republic Title educates our employees about the importance of confidentiality and customer privacy.
- "Customer Information" is defined as any personally identifiable information or records in any form (written, electronic, or otherwise) relating to a client or their respective customer. This Includes, but is not limited to: name, address, telephone number, loan number, loan payment history, delinquency status, insurance carrier or payment information, tax amount or payment information; the fact that the client has a relationship with OLD REPUBLIC TITLE; or the fact that the customer has a relationship with a lender or any other personally identifiable information.

Vendor Responsibilities

The vendor shall not, without obtaining OLD REPUBLIC TITLE' prior written consent, use customer information for any purpose other than as necessary for vendor's performance as a Signing Professional. The vendor shall have no obligation with respect to particular information to the extent that such information: (i) is already known to the vendor, free from any obligation to keep such information confidential; (ii) is or becomes publicly known through no wrongful act of vendor; (iii) is rightfully received by the vendor from a third party without restriction and without breach of this policy; (iv) must be disclosed pursuant to a court order or as required by any governmental or administrative authority having jurisdiction over the vendor; or (v) is independently developed by the vendor. By accepting a

signing order, the vendor consents to the disclosure of Private information as necessary for completion of services.

Storage of Customer Information

No Customer Information shall be stored on any portable media or devices to include notebook/laptop computers, CD/DVD, USB storage devices, personal digital assistants (e.g. Blackberry) or similar equipment unless such portable media or devices have removable media controls to guard against lost or stolen devices. Customer Information should be deleted from any portable media or device when it is no longer needed in the performance of services.

Reporting Violations of This Policy

Any vendor who discovers a potential violation of this policy shall notify OLD REPUBLIC TITLE, who will work with vendor to investigate the matter.

Consequences of Policy Violation

OLD REPUBLIC TITLE reserves the right to immediately terminate vendor's engagement if, after investigation of a potential violation of this policy, it is determined that a violation of this policy has in fact occurred.

Right To Change This Policy

OLD REPUBLIC TITLE reserves the right to change this policy at any time, without prior approval or notice.

Vendor Notification

A copy of the policy is distributed via email, fax or First-Class mail to all new vendors. The duly authorized signatory of all such vendors shall be required to sign the Agreement Notice form. No vendor may be permitted to perform any services and/or work on behalf of OLD REPUBLIC TITLE until such signed form has been received by OLD REPUBLIC TITLE. The signed form is placed for retention in the vendor's file.

Responsible for Enforcement

The vendor is responsible for insuring all vendor personnel are provided with a copy of this policy and for ensuring compliance with this policy in its entirety.

Information Destruction

Vendor shall destroy all confidential information at all locations where it is stored after it is no longer needed for the performance of services or to satisfy regulatory requirements. Vendor shall develop information destruction schedules and processes that meet Old Republic's standards and that must be used in all cases when confidential information is no longer needed. These processes must be documented as a procedure by Vendor and should outline the techniques and methods to be used. The procedure must also indicate when and where confidential information is to be destroyed. Vendor shall keep records of all confidential information destruction completed and provide such records to Old Republic upon request.

Privacy Breach

Vendor shall notify Old Republic, via email to Bill Rossi at BRossi@oldrepublictitle.com, immediately following the discovery of any suspected breach or compromise of the security, confidentiality, or integrity of any confidential information or nonpublic personal information of Old Republic, Old Republic's client, or its customers, obtained by Vendor from Old Republic in connection with the services

Private Nonpublic Information Privacy Protection Policy Agreement Notice

As a vendor of OLD REPUBLIC TITLE, and/or its branches and affiliates, I recognize and understand that any private, nonpublic information received from OLD REPUBLIC TITLE’S client(s) and/or their respective customer(s) is to be used solely for company business.

I agree to regard and preserve as confidential all Customer Information that may be obtained by me from any course as a result of or in any way relating to my performance as an Signing Professional for OLD REPUBLIC TITLE regardless of the method or means of disclosure and whether identified as “Confidential Information” as the time of disclosure or not.

I understand that a violation of the OLD REPUBLIC TITLE Private Nonpublic Information Privacy Protection Policy may cause damage or injury for which there would be no adequate remedy at law and that the party whose information is affected shall be entitled to seek an injunction from any court of competent jurisdiction restraining such violation. I further understand that any dissemination of said private, nonpublic information may subject me to disciplinary action up to and including termination of my employment and/or termination of my engagement as a vendor with OLD REPUBLIC TITLE.

I acknowledge that I have read and that I understand the OLD REPUBLIC TITLE Private Nonpublic Information Privacy Protection Policy and the corresponding Agreement Notice.

Signature of Vendor

Date

Name of Company

Vendor ID Number, if known

Attention Signing Professionals! Please carefully read the following directions and communicate with the Old Republic Title OR SigningPro team as required.

Deceased Party Notification

If the notary or attorney discovers at the signing that one of the borrowers is now deceased, the signing must be stopped and immediate communication must be made to Old Republic Title OR SigningPro Team at ORTSignings@oldrepublictitle.com.

Consumer Complaint Tracking

How to handle consumer complaints

Our organization has an obligation to communicate with our customers anytime we become aware of a consumer complaint. We are committed to providing exceptional treatment while resolving consumer issues and will provide detailed information via reports to our customers of any complaints received.

Definition of a Complaint:

A written or verbal allegation that a Consumer has suffered or may suffer financial loss, distress or inconvenience related to the Consumer's personal experience with a product or service provided by Old Republic.

What to do when you receive a complaint?

Email consumercomplaints@oldrepublictitle.com. Provide the following information within the email:

1. Order No.
2. How was the complaint received?
3. Who submitted the complaint?
4. Nature of the complaint?

Definition of a Complaint:

A complaint is a situation in which a borrower demonstrates dissatisfaction with the handling of or the resolution of the underlying issue which results in the borrower:

- Requesting to go on record as being dissatisfied with the condition or resolution of a service request, or
- Referencing legal or media assistance, or
- Requesting to escalate their problem to your supervisor, manager, general manager, etc.

Borrower Complaint Trigger Language

If a borrower uses complaint trigger language and the borrower's issue is not resolved by the first point of contact, then the complaint must be escalated. Trigger language includes reference to "go on record," reference to media or legal assistance, or requests to escalate a problem beyond immediate management. Examples of complaint trigger language include:

- I'm going to contact the news media.
- I'm going to contact the radio station, so they can tell everyone.
- I'm going to call my attorney.
- This is not legal.
- I want the number/address for your president, so that I can call/write a letter.

- I want to talk to your supervisor/manager.
- I expect you to respond to my problem in writing.

Borrower Criticism and Media Buzz

It is important that you are able to distinguish borrower complaint trigger language from other types of language a borrower may use which is considered a criticism or media buzz. Criticism and media buzz language are not tracked as a complaint. Below are examples of customer criticism and media buzz language: 530 South Main Street, Suite 1031, Akron, OH 44311, Phone (866) 235-4326, Fax (888) 816-7626

Borrower Criticism Language examples:

- Your company is horrible.
- Your fees are too high and I don't like them.
- I am going to tell all of my neighbors about this.

Borrower Media Buzz Language examples:

- You're charging all of these fees to make up for your losses.
- I heard the president of this bank on the news last night.

Notice- in the examples of criticism and media buzz language, the borrower does not request to “go on record”, reference media or legal assistance, or escalate beyond immediate management. Complaints must be reported immediately after the signing appointment and no later than 24 hours after the appointment time. Criticism and media buzz (as in these examples) does not necessarily need to be reported, but when in doubt, please report to the Old Republic Title OR SigningPro Team and allow us to make that determination.

PLEASE SIGN AND RETURN:

The undersigned Notary hereby certifies that he/she has read and fully complied with the above instructions and will, if necessary, agree to resign the borrowers, rectify and/or correct without charge any error or omission due to Notary's failure to comply with the above instructions.

Notary Signature



OLD REPUBLIC TITLE RESIDENTIAL INFORMATION SERVICES

Important! A Diversity Profile Questionnaire is included in this application.

Signing Professional Information

Name: _____

Are you over the age of 18? _____

Address: _____

State: _____ Zip: _____

Phone: _____

Mobile: (____) _____

Email: _____

SSN or Tax ID#: _____

Please Fill Out the Following:

Are you a Legal Resident? Yes / No

Number of Years as a Signing Professional _____

When did you become a Notary? _____

Estimated loan signings completed in the last 12 months _____

Estimated Number of Locations _____

Number of Your Employees _____

Do You Have Support staff? Yes / No

If Yes, Number of Support Staff _____

Number of Closing Attorneys _____

Number of Notaries _____

Please indicate below specifically the days and times you/your company will be available to perform signing services

What would you like your user name and password to be for the Old Republic Title Website?

Username _____

Password _____

Affiliations:

Check all applicable boxes

- NNA
 - SPWG
 - ABA
 - American Sign Language (ASL)
 - Other (Please Identify)
-

Do you have the following:

Check all applicable boxes

- SmartPhone (iPhone, Droid)
- Tablet
- Laptop w/hotspot capabilities
- None

What Type of Loan Signing Experience Do you Have:

Check all applicable boxes

Type	Volume	Years	Months
Refinance			
Purchase			
Lines of Credit			
Fixed 2 nd or 3 rd			

Check all that Apply:

Have your own Laser Printer? ___Yes___No ___I have access to one

Receive Email Docs? ___Yes___No

How many miles from home are you willing to travel in order to perform signing services? _____

Are you Bilingual? ___Yes___No

If so, what languages? _____

License (Please Attach a Copy of the License to this Application):

Notarial Info: State _____ County _____ Expiration _____

CSS #: _____

Other: _____

E&O Coverage: Please attach a copy of the Policy to this Application.

Coverage Area: Please include Fees below

State & Counties	Witness Signings	Email Package	Saturday Signings	Home Equity or Modification
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

Work History in the Settlement Services Industry

Company Name	Position	Years Involved
_____	_____	_____ - _____
_____	_____	_____ - _____

Closing References

Name	Relationship	Phone	*O S S P
_____	_____	_____	- - - -
_____	_____	_____	- - - -
_____	_____	_____	- - - -

**internal use only*

Education

Course/Seminar	Sponsoring Organization	Hours	Year Attended
_____	_____	_____	_____
_____	_____	_____	_____

Liability

Does your firm or any individual associated with your firm currently have legal action pending against it/them or has it/they ever been sued for any abstracting related service? Yes / No

Has anyone in your firm ever been brought before a disciplinary board for review? Yes / No

I have filled this form out to the best of my knowledge and can be contacted further regarding any questions pertaining to this application. Thank you.

Signature

Date



Supplier Diversity Profile Questionnaire

Company Name:	Employer ID/Social security Number	Date:
Address:		Number of Full-Time Employees:
City/State/Zip:		Telephone:
Fax:	Owner:	Key Contact:
Title:	E-Mail:	Website:

Please Complete All Categories:

TYPE OF FIRM Check one only	TYPE OF BUSINESS Check all that apply	ETHNICITY/GENDER Check all that apply
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <hr/> <hr/> <hr/>	<input type="checkbox"/> Minority-Owned <input type="checkbox"/> Woman-Owned <input type="checkbox"/> Veteran-Owned <input type="checkbox"/> Disabled Veteran-Owned <input type="checkbox"/> Disabled-Owned	If minority/women owned business, please indicate the classification of the owner(s): <input type="checkbox"/> African American <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> Asian Pacific <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> Asian Indian <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> Hispanic American <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> Native American <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> Caucasian Female

Signature of Authorized Representative:

Title:

Date:

____/____/____