



**ACE Private Risk Services<sup>SM</sup> Background Screening Request Form**

To request a background screen, please verify the current status of your policy with ACE Private Risk Services. This information listed below will also help us determine if the background screen will be provided on either a complimentary or reduce-fee basis.

Policy number: \_\_\_\_\_

Full name (if policy # not available): \_\_\_\_\_

Insurance Agency name: \_\_\_\_\_

Position being screened: \_\_\_\_\_

Please include this form with the submission of your background screening paperwork so that the search process is not delayed.

If e-mailing please forward this information to [sconley@guidry.com](mailto:sconley@guidry.com) or fax it to her attention at 936-582-5891.