

# Investigations For Hiring Officials

## (AKA: Due Diligence)



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Assistant Director / Chief Investigator  
GaPSC - Ethics Division

GaPSC Certification and Program  
Officials Conference  
December 6, 2024  
10:15am - 11:15am

# It's All About the Kids



...and maybe a little bit about LIABILITY



# Definition

## Due Diligence

Black's Law Dictionary, 12<sup>th</sup> ed. 2024

1. *The diligence reasonably expected from, and ordinarily exercised by, a person who seeks to satisfy a legal requirement or to discharge an obligation. — Also termed reasonable diligence; common diligence.*
2. *Corporations & securities. A prospective buyer's or broker's investigation and analysis of a target company, a piece of property, or a newly issued security. • A failure to exercise due diligence may sometimes result in liability, as when a broker recommends a security without first investigating it adequately.*

# Primary vs. Secondary Sources

1. *Primary sources are the origin point for the biographical information you are seeking to verify. The court that issued a certified copy of a criminal case's disposition is a primary source. A court would consider this to be the best evidence.*
2. *Secondary sources are one or more steps removed. A copy of an uncertified criminal case disposition obtained from an applicant or a third party, such as a former employer, would be a secondary source. Secondary sources are good for developing suspicion that may justify spending additional time to seek evidence from a primary source.*





# You Have Suspicion – Now What?

*If you develop suspicion that an applicant has submitted an altered or fictitious document, your first step should be to seek clarification from the applicant. The applicant may be able to explain the issue, and may subsequently be able to provide consent to obtain the information from a primary source. The applicant could also decide to withdraw his/her application when confronted with evidence.*

*If you develop enough suspicion to believe an ethical violation has occurred, the applicant should be reported to the PSC, or law enforcement if a crime has been committed.*

# What Can Be Verified?

1. Name
2. Address
3. Date of Birth
4. Social Security Number
5. Phone Numbers
6. Criminal History
7. Employment History
8. Education
9. Immigration Status

## GaPSC Initial Certificate and License Application for Employed Educators

This application and all supporting documents must be submitted to the GaPSC through ExpressLane by your employer  
**DO NOT MAIL!**

### Initial Certificate/License Requested:

<input type="radio"/> Adjunct License	<input type="radio"/> Clearance Certificate – If in-field certification is waived using charter or strategic waiver.
<input type="radio"/> International Exchange	<input type="radio"/> Certificate based on reciprocity (holding a professional certificate in another state)
<input type="radio"/> Educational Interpreter License	<input type="radio"/> Certificate based on out-of-state program (completion of an educator preparation program in another state)
<input type="radio"/> Non-Instructional Aide License	<input type="radio"/> Permit
<input type="radio"/> Paraprofessional License	<input type="radio"/> Provisional Certificate
<input type="radio"/> Support Personnel License	<input type="radio"/> Waiver

### 1. Print your LEGAL NAME and use dark ink.

Title <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	Last Name <input type="text"/>
First Name <input type="text"/>	Middle Name <input type="text"/>
Social Security Number or GaPSC Certification ID <input type="text"/>	Date of Birth (MM/DD/YY) <input type="text"/> / <input type="text"/> / <input type="text"/>
Mailing Address <input type="text"/>	
City <input type="text"/>	State <input type="text"/> Zip Code <input type="text"/> - <input type="text"/>
Primary Telephone <input type="text"/> - <input type="text"/> - <input type="text"/>	Alternate Telephone <input type="text"/> - <input type="text"/> - <input type="text"/>

Email Address (required):

### 2. Field(s) Requested (if applicable).

### 3. Academic Record (Not required for Clearance Certificate or Support Personnel License applicants).

List on the following page and attach **official** transcripts from **all** U.S. colleges/universities and Georgia Professional Learning programs attended. For Paraprofessionals with testing, or Non-Instructional Aides, only a copy of a high school diploma/GED is required.


- Mailed transcripts are not accepted and will not be returned if mailed in error.
- Transcripts not submitted electronically by an employer must be sent electronically directly from the college/university, through a secure parchment service, or emailed directly from the institution to [mail@gapsc.com](mailto:mail@gapsc.com) (this address is for electronic transcripts only and not monitored for correspondence)
- Electronic transcripts submitted by employers must reflect their agency as the recipient. Electronic transcripts forwarded to an employer from an educator **will not be accepted**.
- Unofficial copies of college transcripts **will not be accepted**.
- If you have attended institutions **outside the United States**, please **do not** submit those official transcripts. Please submit a detailed course-by-course foreign credential evaluation report completed by an acceptable credentialing agency found on [the GaPSC website](http://the.GaPSC.website).



# Identification Documents

**GEORGIA**  
DRIVER'S LICENSE

Governor: *[Signature]*

**DL** 

**DRIVER'S LICENSE**

4d DL NO **123456789** 3 DOB **06/01/1984**  
9 CLASS **C** 4b EXP **05/25/2023**

2 **IMA GEORGIA**  
1 **SAMPLE**



6 **2206 EASTVIEW PARKWAY  
CONYERS, GA 30013-5755  
ROCKDALE**

12 RESTR **A** 9a END **NONE**  
4a ISS **05/25/2018**  
15 SEX **F** 18 EYES **BRO**  
16 HGT **5'-08"** 17 WGT **155 lb**

Commissioner: *[Signature]*

*Signature*

5 DO **12345678901234567890** ♥ ORGAN DONOR

**HAWAII** DRIVER LICENSE


NUMBER **01-47-87441**

DOB **06/03/1981** EXP **06/03/2008**


HT	WT	HAIR	EYES	SEX	CTY
5-10	150	BRO	BRO	M	0

ISSUE DATE **06/18/1998** CLASS **3** RESTR **3** ENDORSE

*McLovin*



**McLOVIN  
892 MOMONA ST  
HONOLULU, HI 96820**





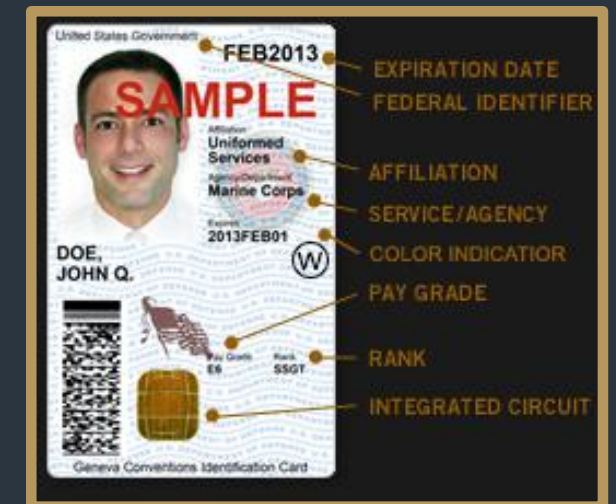
# Confirmation Documentation

1. *U.S. Passport or Passport Card*
2. *Military Identification & DD-214*
3. *Resident & Non-Resident Immigration Documents*
4. *Fingerprint Criminal History*
5. *Credit Reports*
6. *College Transcripts*
7. *Commercial Background Reports (Accurint, CLEAR, etc.)*
8. *Georgia Real ID Driver's License or ID Card*

## Uniformed Services ID Card (USID)



## Common Access Card (CAC)





# Cross-Reference Everything

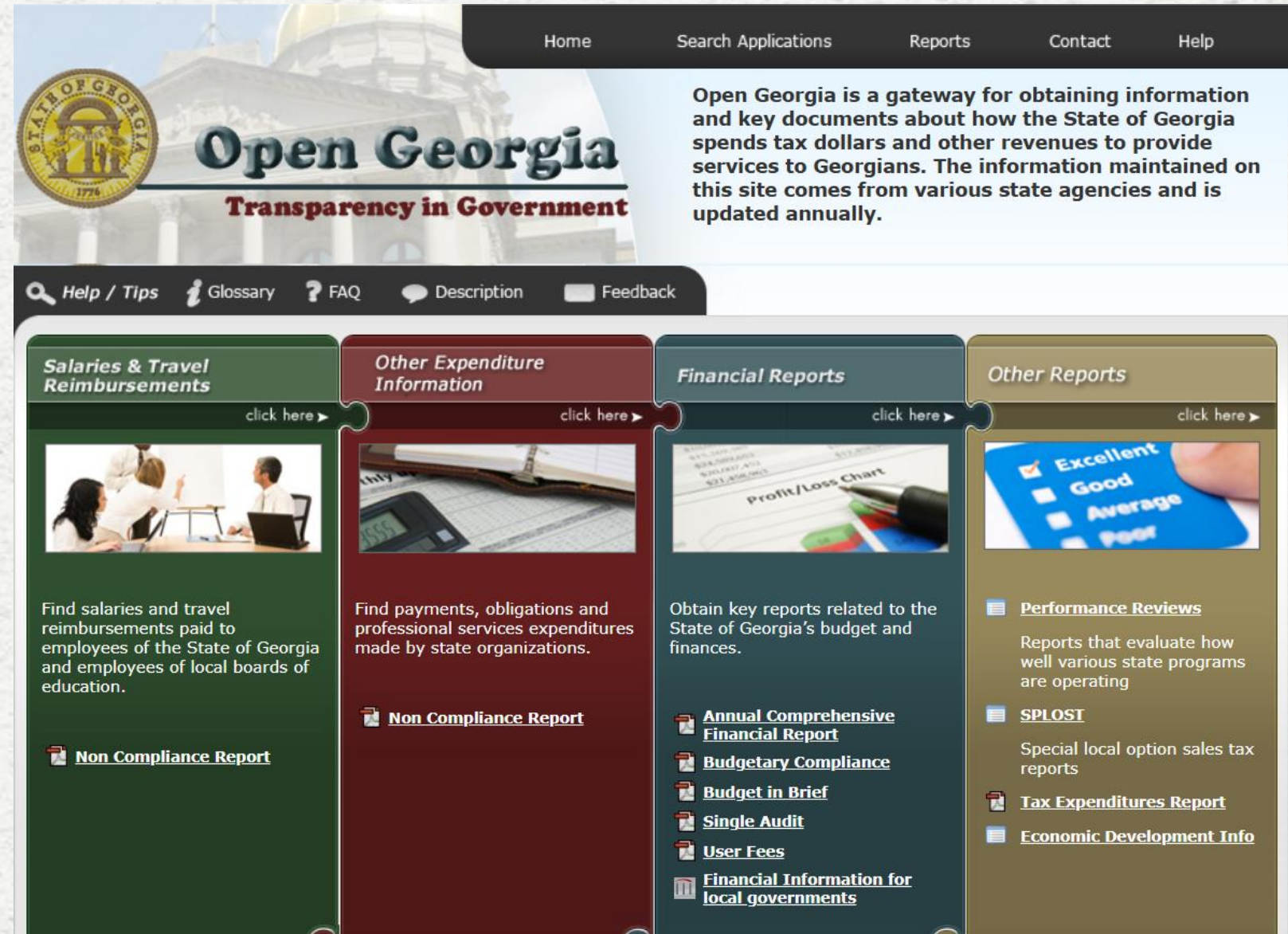
1. *Compare Photos*
2. *Are the names consistent?*
3. *Are the documents expired?*
4. *Are there signs of tampering?*
5. *Does the work history match known records?*
6. *Does address history match the county tax records?*
7. *College transcripts are consistent with identification?*
8. *Commercial Background Reports (Accurint, CLEAR, etc.)*

# Name Change Verification

1. *Passport*
2. *Divorce Decree*
3. *Court Order for Legal Name Change*
4. *Court Adoption Records*
5. *Marriage Certificate/License*
6. *Marriage License Application*



# Verify Employment Using Public Records



The screenshot displays the Open Georgia website, which is a gateway for obtaining information and key documents about the State of Georgia's spending and revenues. The site features a navigation bar with links to Home, Search Applications, Reports, Contact, and Help. Below the navigation bar is a search bar and a row of links: Help / Tips, Glossary, FAQ, Description, and Feedback. The main content area is divided into four columns, each representing a different category of public records:


- Salaries & Travel Reimbursements:** Find salaries and travel reimbursements paid to employees of the State of Georgia and employees of local boards of education. Includes a link to the [Non Compliance Report](#).
- Other Expenditure Information:** Find payments, obligations and professional services expenditures made by state organizations. Includes a link to the [Non Compliance Report](#).
- Financial Reports:** Obtain key reports related to the State of Georgia's budget and finances. Includes links to the [Annual Comprehensive Financial Report](#), [Budgetary Compliance](#), [Budget in Brief](#), [Single Audit](#), [User Fees](#), and [Financial Information for local governments](#).
- Other Reports:** Includes links to [Performance Reviews](#), [SPLOST](#), [Tax Expenditures Report](#), and [Economic Development Info](#).


*Salary Information*



*Employer Information*


*System Financial Audits*

# Tax Records for Address Verification


 Hall County, GA


Log In Search search... 

Layers  Map Real Property Search Personal Property Search Sales Search Sales List Tax Estimator Home Real Property Reporting Form Homestead Application More 


 Search by Owner Name

☐ Exact name match?


enter name... 


 Search by Location Address


☐ Exact name match?

enter address... 


(Enter address or range of address (ex: 1200-1299 Main))


 Search by Parcel Number


enter parcel number... 


 Search by Real Key / Account Number

☐ Exact name match?

enter alternate id... 

 Search by Legal Information

enter Legal Information... 



Steve Watson, Director/Chief Appraiser

[Greater Hall Chamber of Commerce - ECONOMIC DEVELOPMENT REPORT 2024](#)

[DOWNTOWN GAINESVILLE DEVELOPMENTS](#)

[GAOA County of Excellence Award](#)

[John Smith, Deputy Chief Appraiser named 2022 GAAO Member of the Year](#)

[Watson Elected to the GAAO Executive Board](#)

Announcements

[2023 - Martha Zoller with the WDUN Morning Show talks to Steve Watson and John Smith](#)

[GAINESVILLE HAS THE HOTTEST HOUSING MARKET IN THE COUNTRY](#)

[How to use the Reason site - view](#)

Property Tax Records

Property Owner Records

Address History

Map Search



# Criminal & Civil Court Records



Georgia Superior Court Clerks' Cooperative Authority

[services](#) [login](#) [contact](#)



County



## FEATURED CLERKS



11.2024

Ryan Johnson



09.2024

Cortisa Barthell



08.2024

Heather Vaughn Hill



05.2024

Greg Allen



04.2024

Ché Alexander



02.2024

Erica Woodford

FILE

SEARCH

LEARN

MANAGE

FINES & FEES

NOTARY &  
APOSTILLES

Search By:

County


City

Clerk's Name

Zip Code

County Code

# Prosecuting Attorneys' Council

**PAC**  
Prosecuting  
Attorneys'  
Council of Georgia

TRACKER

OFFICE 365

LEXIS ADVANCE

Search

Member Login

TRAINING

EMPLOYMENT

RESOURCES

PUBLICATIONS

ABOUT PACGA

CONTACT US

Find Your Prosecutor

HOME > RESOURCES > FIND YOUR PROSECUTOR

Search


OR

County

OR


Judicial Circuit


Showing All Results



Adam Ferrell

Solicitor-General

 P.O. Box 29 Blackshear, Georgia 31516

 Phone: [912-449-2049](tel:912-449-2049)

Search By:

County

Judicial District

Results Can Include:

Prosecutor's Name

Phone

Website

Address



# GaPSC.org

## Certification Division Contact Information for HR and EPP Personnel

**To contact the GaPSC by phone, HR and EPP personnel should call:**

- 404-334-6462 – (inside the metro Atlanta area)
- 800-390-6698 – (outside the metro Atlanta area)

These numbers are available Monday and Wednesday from 8:00am to 11:30am, and 12:30pm to 4:30pm, excluding holidays.

**To contact the GaPSC by email, HR and EPP personnel should email [certhelp@gapsc.com](mailto:certhelp@gapsc.com).**

**\*\*Please remember not to share the above information with the general public.\*\***

**The answers to many certification questions may be found in the [Human Resource Personnel Quick Reference Guide](#).**

CMS

TPMS Lookup

CERT

MYCERTS

UNSAT

ExpressLane

LOOKUP

CAPSLOOKUP

Ethics Lookup

TeachGeorgia

HIQ

In-field

In-field.NET

Employer Surveys

Ethics File Manager

File Cabinet

GS3

DataBank

GaDOE Reports

EERC

MYSPA

Leader Employer  
Survey

# GaPSC.com



**Georgia Professional  
Standards Commission**  
*Protecting Georgia's Higher Standard of Learning*



MyPSC Login

Register

Search This Site



[Home](#) [Georgia Educators](#) [Certification](#) [Educator Assessment](#) [Educator Preparation](#) [Ethics](#) [Commission](#)

## Check Certification Status

[Back](#)

### Certification Lookup

To check certification, enter either the certificate number or educator's name below. If you do not know the Certification ID number, you may retrieve it at [Certification ID Lookup](#).

Certification ID:

- First Name -

Special characters are not allowed!

- Last Name -

Special characters are not allowed!

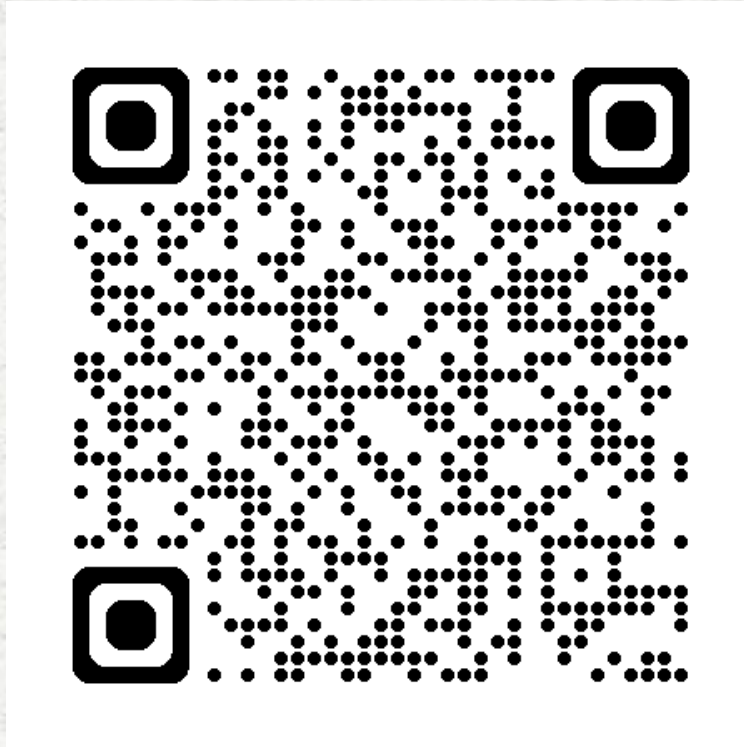
Submit

Clear

*No Registration Required*



## Investigation Resource Links



*All of the resources referenced in this presentation are available on the conference website. Just scan the QR code to go to the resource link page.*

**Questions?**

