

# 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.BRBPublications.com/prrn](http://www.BRBPublications.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 Director monitors 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 Director monitors 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, LLC for the purpose of promoting standards in the retrieval industry. The long standing principals of BRB, formed by Mike Sankey and Carl Ernest, adopted by BRB's Director, Kimberly Sparger.

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 Director at any time, using the Retriever Satisfaction Survey or any other means, concerning problems or disputes with other members or with clients. The Director may, at her 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 Director 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 Director 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 Director 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, 3200 W. Pleasant Run Road, Suite 420, Lancaster TX 75146 • 800-929-3811 • Fax 800-929-4981  
www.prrn.us • www.brbpublications.com/PRRN • criminalrecordsources.com

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# Retriever & Abstractor Questionnaire/PRRN Application

## Basic Information About Your Company

Please print legibly....*thank you!*

Contact Name \_\_\_\_\_ Telephone: \_\_\_\_\_  
Firm Name \_\_\_\_\_ Toll Free Phone: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Local Fax: \_\_\_\_\_  
Web Address \_\_\_\_\_ Toll Free Fax: \_\_\_\_\_  
E-Mail \_\_\_\_\_ What year did you start doing business? \_\_\_\_\_

If you **perform litigation service of process**, check here  If you do **file/record Real Estate** documents, check here

Are you a Licensed Private Investigator?  Yes  No If Yes, in what State(s)? \_\_\_\_\_

**1. Local Retrieval Area** List ONLY counties where YOUR FICA-wage earning employees retrieve records IN-PERSON  
[ Do NOT list coverage with correspondents, other retrievers, sub-contractors, online or electronic retrieval here. If you use others, indicate in #2. ]:

**2. Extended Services Using Correspondents** Do you perform services beyond your local area?  Yes  No  
If so, please list your coverage of counties, parishes or states where you use correspondents, other retrievers, sub-contractors, etc:

Check this box if you offer electronic record retrieval on a statewide or regional or national basis

## 3. Types of Records You Search or Retrieve In-person

### A. County Court Records

Civil  Criminal  Probate

### B. Federal Court Records (If these courts are in your area)

District  Bankruptcy

### C. County Recorder Records

Real Estate  Liens and Judgments  Vital Records

**4. Usual Turnaround Time for Searching or Retrieval** Explain by days or hours; also if expedited service offered:

**5. Billing Methods**  by no. of names searched  by the hour  by no. of records located

Comments about your billing methods:

**6. Payment Terms**  All Projects require prepayment  First project may require prepayment  
 Will accept credit cards Other: \_\_\_\_\_

**7. 30-Word Company Description (Describe your company, services, and features in 30 words or less)**

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Questionnaire Completed by:

Date:

Your completed form can be faxed to 800-929-4981 or returned by mail to the address below.  
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