



Frequently Asked Questions – Background Checks for North Carolina Licensing Board for General Contractors

I am applying for a License. Why am I being directed to CRC?

As of January 1, 2023, the North Carolina Licensing Board for General Contractors appointed CriminalRecordCheck.com (CRC) as the sole provider of background checks for Owner/Qualifiers, Standard Licensees and Businesses seeking licensure from the Board. Please refer to your licensing application for further details.

How do I contact CRC?

License Applicants have access to our dedicated team of Customer Service professionals to answer any questions you may have. If an order has been placed, please have the Order Reference Number available for faster service.

- Call us toll free at 1-877-272-0266 Ext 1029
- Call us local at 919-459-1029
- Email licensing@mycrc.com
- Live Help – click the blue “Chat” tab located on the bottom, right side of each webpage

Please describe the background check process.

To complete a background check for individual or business licensing purposes through the North Carolina Licensing Board for General Contractors, a one-time use account must be set up through the following site

<https://crclicensing.com/site/nclbgc>.

After all of the information is provided about the individual or business applying for the license, an initial payment is made and an order confirmation is provided.

CRC researchers will then review the information provided about the individual or business to ensure that it meets the requirements of the Board. If no additional names and/or addresses were identified during the CRC review process, the background check will be processed and the individual or business representative will receive an email when the completed report is available.



If additional names and/or addresses are identified during the CRC review process, they will be added to the background check and an email notification will be sent to the individual or business representative for additional payment. Once additional payment is received, the background check will be processed and the individual or business representative will receive an email when the completed report is available.

What information do I need to place an order?

For Owner/Qualifiers and Standard Licensees all names, nicknames and aliases ever used will be required. Residential addresses for the past seven years will also be required.

For businesses, corporate name and DBA's are required as well as business addresses for the past seven years or to the original date the business was created, whichever is the most recent.

Please see below:

Owner/ Qualifiers	Standard Licensee	Business
Primary name and all names/AKA's ever used	Primary name and all names/AKA's ever used	Corporate name and any DBA's ever used
Residential addresses for the past seven (7) years	Residential addresses for the past seven (7) years	Corporate addresses for the past seven (7) years or original business creation date, whichever is more recent.

Can I use someone else besides CRC?

No. Beginning January 1, 2023, all background checks for licensing purposes with the North Carolina Licensing Board for General Contractors must be ordered through CRC. Using CRC will guarantee that the Owner/Operators, Standard Licensees and Business Applicants are receiving comprehensive and compliant checks that meet the requirements of the Board.



What is included in the background check?

As required by the North Carolina Licensing Board for General Contractors, CRC conducts different background checks on Owner/Qualifiers, Standard Licensees and Businesses seeking licensure from the Board.

For Owner/Qualifiers, CRC conducts a detailed background check that includes a Social Security Number trace for address history, Multi-Jurisdictional Criminal Database, Nationwide Sex Offender Registry, OFAC & Terror Watch Lists, Federal Criminal Check and County & State Criminal Checks. In addition to the criminal searches, a federal bankruptcy check and County Civil Record Checks are also conducted.

For Standard Licensees, CRC conducts a detailed background check that includes a Social Security Number trace for address history, Multi-Jurisdictional Criminal Database, Nationwide Sex Offender Registry, OFAC & Terror Watch Lists, Federal Criminal Check and County & State Criminal Checks.

For Businesses, CRC conducts a detailed background check that includes a federal bankruptcy check and County Civil Record Checks.

How do I sign up or place an order?

Please visit <https://crclicensing.com/site/nclbgc> and click on the green button under the Individual Check or Business Check headers.

How long does it take to register or place an order?

Typically, the process takes 5 to 10 minutes. If you have any questions, please feel free to contact us.

How long does it take to complete the background check?

Turnaround times vary greatly depending on the jurisdictions being searched. Some reports may be completed within 1-3 business days while others may take longer upon receipt of full and final payment.



So how much will the order cost?

For Owner/Qualifiers and Standard Licensees, the cost of the background check depends on the number of names used and the states/counties resided in the past seven years. For Businesses, the cost of the background check depends on the number of names (corporate and DBA's) used and the states/counties of corporate addresses in the past seven years.

For a full pricing schedule, please visit the "Need Help?" section <https://crclicensing.com/site/nclbgc>.

What is the "Personal Identification Verification Procedure"?

This is an information service used to validate current and previous names, as well as current and previous addresses, as required by the North Carolina Licensing Board for General Contractors.

I accidentally entered incorrect information. Can I contact CRC and have them correct it for me?

To protect the integrity of the information provided to CRC, our researchers and representatives cannot change or correct the provided information in any way. It is very important to review all information prior to submitting your order. If you have entered any information that requires these changes, please contact our office and a Customer Care representative will assist you in making the necessary updates.

What if I do not have a company reference number?

Simply input "N/A" or "Not Applicable" in that field.

What if I do not have a middle name?

Check the "No Middle Name" box under the name fields.



I thought I paid for my order. Why am I being asked for additional payment?

Additional payment is required when our researchers identify additional names and/or jurisdictions that were not disclosed during the ordering process. Once additional payment is received, the background check will be processed and the individual or business representative will receive an email when the completed report is available.

The CRC background check seems very thorough. Will I need to obtain certified criminal record checks from each county that I lived in for the past seven years?

No. Background check reports issued by CRC meet the requirements of the North Carolina Licensing Board for General Contractors.