

Increasing the Legibility of Identification Submitted to BackCheck

In order to ensure the Identification that is submitted to BackCheck is legible we have outlined some instructions that will help increase legibility.

Email Transmission of Information – RECOMMENDED

- Scan all copies of ID and Forms. We recommend a 300 dpi resolution and if available set “scanning” resolution to photo or equal. OR
- Take a picture of ID using a high quality digital camera or camera phone
- Email attachments to orders@backcheck.ca
**All emails must be less than 10 Mega Bytes

Fax Transmission of Information

- Improve quality of photocopied ID
 - Increase the size of ID to 200% or greater
 - Adjust brightness, intensity and contrast settings. This is especially important for ID that has a dark background
 - Ensure ID is 100% legible before faxing
- Fax Settings
 - Ensure Fax Sending options are set to photo or highest quality/resolution if available

If you are unable to email your legible copies of ID or are having difficulty faxing clear copies of ID to BackCheck you can mail the copies of ID to

BackCheck
Suite 200 – 19433 96th Ave
Surrey BC
V4N 4C4

Please contact BackCheck’s Client Care Team with any further questions

Sincerely

BackCheck’s Client Care Team

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