



HOW TO CARRY OUT A TRACE SEARCH

Trace

Creditsafe Trace is a single source tracing solution that allows the user to access one of the widest and most current range of population data available.

Uses of Creditsafe Trace

- » Find people
- » Confirm contact details
- » Employee background checks
- » Search for people via telephone numbers

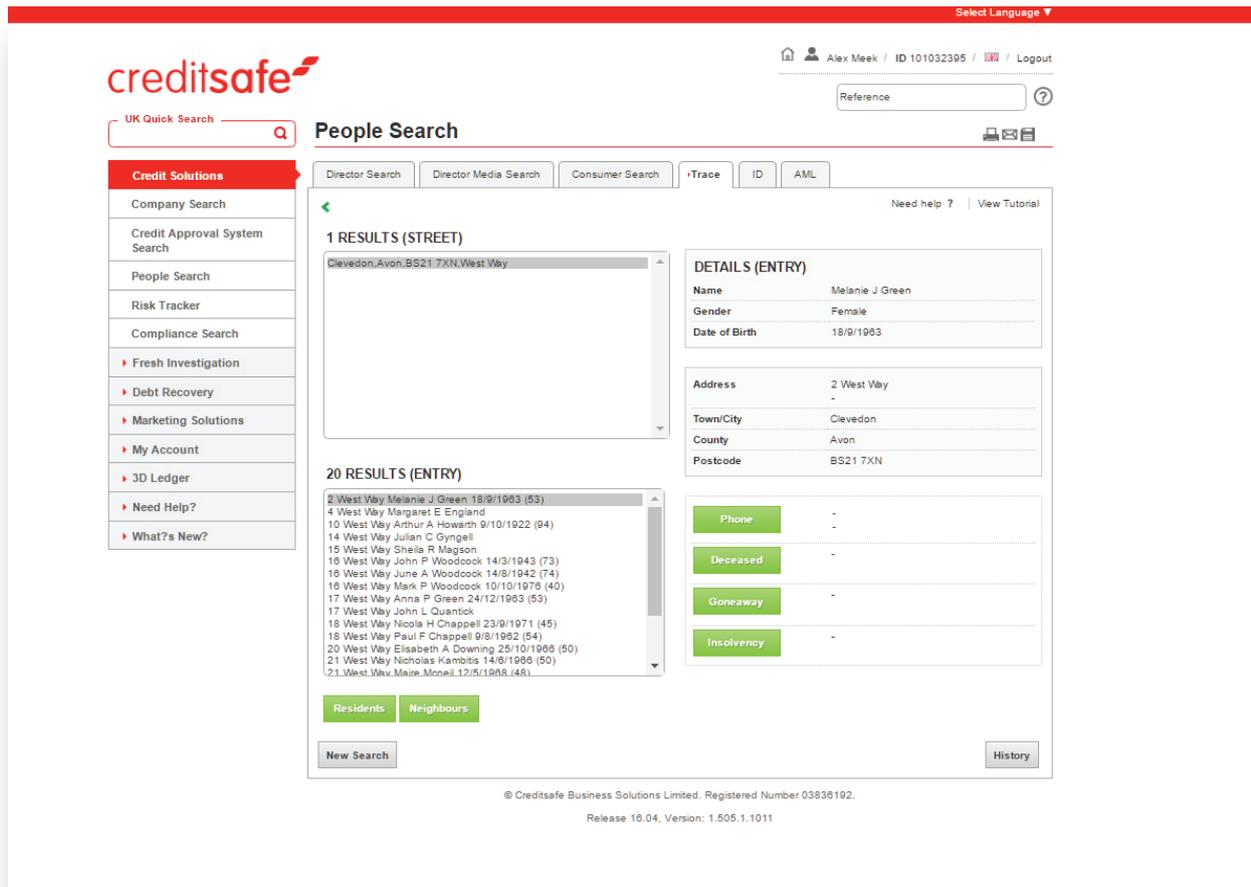
Utilises the following datasets

- » Electoral Roll (Edited)
- » Consent Databases
- » Telephone Directory (BT)
- » Mortality Registers
- » Insolvency Files
- » Gone Away File (Equifax)

Please note that all users of Creditsafe Trace must be registered with the DPA by law.

Trace Charging Model

Please note that the trace product works on a “click model” meaning that each button clicked, regardless of the result, will incur a charge of 1 credit. However once a successful search has been carried out the user can cycle through the results at both “street” and “entry” levels for no charge whatsoever.



Scrolling through any search results = No charge

Trace Click Model

Every button marked below on the screenshots will incur a charge of 1 credit regardless of the result. You can also hover over a button to reveal if it will incur a charge or not.

People Search

Director Search | Director Media Search | Consumer Search | Trace | ID | AML

Need help ? | View Tutorial

FIRST INDIVIDUAL

Forename:

Middle Initial:

Surname:

Gender: Male Female

Date of Birth: dd mm yyyy

Age: Variance:

SECOND INDIVIDUAL (OPTIONAL)

Forename:

Middle Initial:

Surname:

Gender: Male Female

Date of Birth: dd mm yyyy

Age: Variance:

ADDRESS (OPTIONAL)

Building Number:

Building Name:

Street:

Town/City:

Postcode: BS21 7XN

Dataset: current

TELEPHONE (OTHER)

Number: **Search**

SETTINGS

Enhanced Name Searching Include Consented Data Within Results

Remove duplicate matches, for example Brown = Braun Consented data results will be highlighted with a *

Search **Clear** **History**

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Release 16.04, Version: 1.505.1.1011

People Search

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1 RESULTS (STREET)

Clevedon,Avon,BS21 7XN,West Way

DETAILS (ENTRY)

Name: Melanie J Green
Gender: Female
Date of Birth: 18/9/1963

Address: 2 West Way
Town/City: Clevedon
County: Avon
Postcode: BS21 7XN

20 RESULTS (ENTRY)

2 West Way Melanie J Green 18/9/1963 (53)
4 West Way Margaret E England
10 West Way Arthur A Howarth 9/10/1922 (94)
14 West Way Julian C Gyngeff
15 West Way Sheila R Magson
16 West Way John P Woodcock 14/3/1943 (73)
16 West Way June A Woodcock 14/8/1942 (74)
16 West Way Mark P Woodcock 10/10/1976 (40)
17 West Way Anna P Green 24/12/1963 (53)
17 West Way John L Cuamtick
18 West Way Nicola H Chappel 23/9/1971 (45)
18 West Way Paul F Chappel 9/8/1962 (54)
20 West Way Paul F Chappel 25/10/1966 (50)
21 West Way Nicholas A Chappel 14/6/1969 (50)
22 West Way Nicole Mores 12/10/1988 (28)

Phone
Deceased
Goneaway
Insolvency

Residents **Neighbours**

Search **History**

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Trace User Guide Submission Form

The screenshot shows the 'People Search' form with several sections: 'FIRST INDIVIDUAL', 'SECOND INDIVIDUAL (OPTIONAL)', 'ADDRESS (OPTIONAL)', 'TELEPHONE (OTHER)', and 'SETTINGS'. Red arrows point from the text on the right to these sections: 1. First Individual (points to the first individual's name fields), 2. Address (points to the address fields), 3. Second Individual (points to the second individual's name fields), 4. Telephone (points to the telephone number field), and 5. Settings (points to the 'Enhanced Name Searching' and 'Include Consented Data Within Results' checkboxes).

1. First Individual

– Here you can search by an individual's personal details such as Name, D.O.B, & Age Variance

2. Address

– You can search by address with as little or as much information as you like, entering a full Address, just a partial Post Code or cast your net wider by searching within a certain mile radius of an address

3. Second Individual

– If your target has a very common name and returns too many results to manage simply typing their name of somebody you are sure resides with them will narrow-down the results considerably

4. Telephone

– The Reverse Telephone Lookup allows you to enter a both landline and mobile telephone numbers and return the results registered to that number. As this uses Consent data it can often source numbers that are XD or registered with the TPS

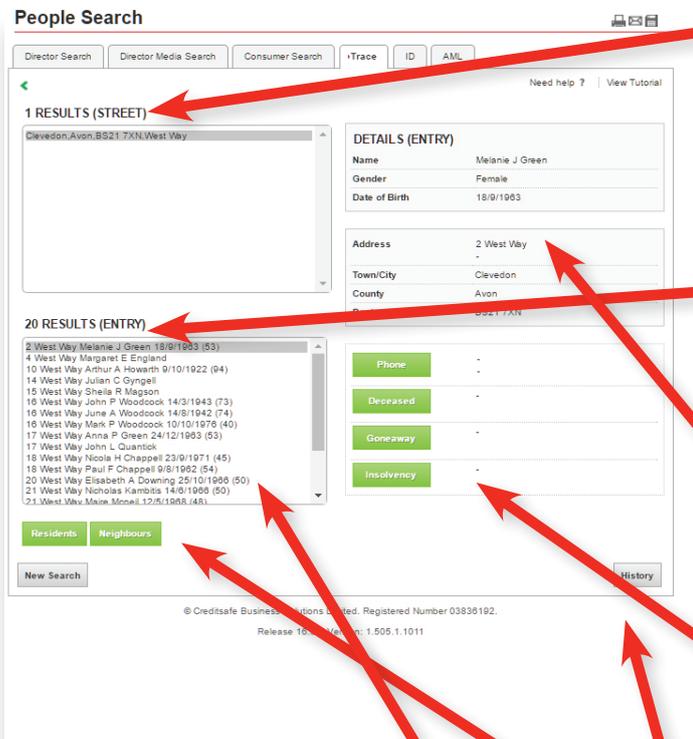
5. Settings

– Enhanced Name Searching:
Results will include similar names to that searched for.

– Consented Data:

Results will include data from third party opt ins

Results Page



1. Results (Street)

– This is where we display the various matches at an address level, scroll through the results here to find your target. These can be scrolled through without incurring a credit charge

2. Results (Entry)

– Here you will find details of everybody currently registered at the highlighted address. Again cycling through this list does not use any credits

3. Details (Entry)

– Here will be displayed full details of the individual and address selected

4. Additional Datasets

– Using the buttons displayed here will allow you to append additional information to the report, each click will incur a charge of one credit

5. Residents/Neighbours

– These buttons allow the user to view historical electoral roll information on the highlighted property or details of all current residents within the street

6. History

– Displays details of your last 50 searches

7. Consented Data

– If the consented data option was checked on the search page, records will show with an asterisk in the results sections