



# BILLABLE ACCOUNT REQUEST FORM

*(To comply with new CJIS guidelines starting June 1st, 2026, Invoices must be paid within 20 days.)*

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Website: \_\_\_\_\_

**PRIMARY ACCOUNT HOLDER:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**ACCOUNTING CONTACT:** *(If different from account holder)*

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**BILLING CREDIT CARD NUMBER**

Only used if monthly invoices are not paid by customer or when pre-authorization is given by client.

**Card Type** *(circle one):*

VISA      MASTER CARD      DISCOVER      AMER EXP

**Card Number:** \_\_\_\_\_

**Name on Card:** \_\_\_\_\_

**Exp Date:** \_\_\_\_ / \_\_\_\_      **CVV Code:** \_\_\_\_\_

Credit Card Billing Zip Code: \_\_\_\_\_

Check here to automatically charge this card each month after the invoice is emailed to the client.

**Auth Signature on Card:** \_\_\_\_\_  
*(Cardholder Signature above)*

*By signing above, the Cardholder certifies they are an authorized corporate officer or representative and provides express permission to 1A Fingerprinting (aka 3rd Eye Surveillance, LLC) to charge the provided corporate credit card for any monies owed for fingerprinting services, ancillary services, or contractual late fees described in the Account Terms. The services rendered to the Client and/or its employees will be invoiced monthly. If any invoice remains unpaid or delinquent past **forty-five (45) days** from the invoice date, the Client explicitly authorizes 1A Fingerprinting to automatically process a charge to this card for the full unpaid balance—plus accrued late fees, contractual interest, and any out-of-pocket processing fees incurred to clear pass-through state liabilities — without further contact or notification. Charges will be re-attempted each consecutive month until the account balance is satisfied in full.*

Our company wishes to pay for the following services for our employees *(Please check all that apply)*. Any services not checked will be charged to the employee at the time services are rendered.

- Fingerprinting & Background Check Costs
  - Full Background Only
  - FBI Only
  - State Check Only
- Fingerprint Cards *(FD258 or Equivalent)*
- Notary Services
- Passport Photos

*Prices and availability vary by location, please check our website for more information.*

Authorization Number: \_\_\_\_\_

ORI #: MD \_\_\_\_\_

Reason/Type of Background *(Check One):*

- Adult Dependent Care       Individual Review
- Child Care       Government Licensing
- MSP Licensing
- Private Party Petition\*

Position: \_\_\_\_\_  
*\*(Must provide position authorized by CJIS)*

Signature of Account Holder: \_\_\_\_\_

Date: \_\_\_\_\_

*By signing above you acknowledge that you have read and agreed to the terms and conditions set forth on the following page without off-set or modifications. You acknowledge that you have the legal authority to execute this agreement for the above-mentioned company/agency, and if found not to be so, you will be held personally liable for all activity assigned, processed, and incurred under this account in accordance with the account terms and conditions.*

## **BILLABLE ACCOUNT TERMS AND CONDITIONS:**

- 1. Payment Terms & Early Payment Incentive:** *As a condition of establishing a billable commercial account with 1A Fingerprinting (aka 3rd Eye Surveillance, LLC), the Client agrees to these terms without modification. All invoices are due immediately upon receipt. To incentivize prompt settlement, a **2% discount** will be applied strictly to invoices paid in full within fifteen (15) days of the invoice date.*
- 2. Delinquency, Late Fees, and Commercial Interest:** *Any invoice balance remaining unpaid after twenty (30) days from the invoice date shall be deemed delinquent. Delinquent accounts will incur a flat **\$25.00 late fee per month**, plus interest accruing at a rate of **2% per month** (24% per annum) on all outstanding monies owed, calculated from the original due date until paid in full.*
- 3. Hold Status & Mandatory Service Suspension:** *Any account with an invoice remaining unpaid for thirty (30) days or more will automatically be placed on "**Hold Status**." While on Hold Status, 1A Fingerprinting will immediately suspend all credit extensions. Any subsequent services requested by the Client or its employees must be paid strictly via cash, certified check, or credit card at the exact time of service.*
- 4. Out-of-Pocket Expense & State Fee Reimbursement:** *A critical portion of the service fees collected by 1A Fingerprinting constitutes regulated pass-through monies belonging to, and mandated to be paid directly to, a regulating state agency within strict compliance timelines. If the Client's delinquency forces 1A Fingerprinting to advance these pass-through regulatory state fees using alternative third-party funding channels (including credit cards) to maintain service continuity and preserve its state credentials, the Client agrees to fully reimburse 1A Fingerprinting for all actual, out-of-pocket transaction expenses and merchant fees incurred (capped strictly at the lower of actual transaction cost or 4%).*
- 5. Collection Costs and Legal Remedies:** *The Client accepts full financial responsibility for any and all costs, fees, or expenses incurred by 1A Fingerprinting to collect past-due monies. This includes, but is not limited to, third-party collection agency fees, reasonable legal and attorneys' fees, court costs, process server fees, certified postage, and administrative labor costs expended during collection actions.*
- 6. Modifications and Termination:** *1A Fingerprinting reserves the right to update or modify pricing, fees, and terms upon **thirty (30) days written notice** to the Client. Continued requests for services after the notice period constitute absolute acceptance of the revised terms. Accounts may be discontinued or cancelled with or without cause by 1A Fingerprinting at any time, subject to the immediate settlement of all outstanding balances.*