



Civil Service Vendor Application

Name _____ Address _____

City _____ State _____ ZIP _____

Home County _____

Phone _____ Email _____

Character References

1) _____

2) _____

3) _____

Do you have access to the following required items?

1) Smart Phone

2) Computer

3) Printer

3) Scanner

4) Dependable Transportation

5) Certified criminal background check OR NC or reciprocating state CCW

Do you have the ability to upload large files? _____

Please list the areas(if any) outside of your home county that you are willing to service _____

All proof of service and affidavits must be submitted in PDF format to us by use of the CAMSCAN APP (Free at Google Play)

Please Read Carefully

Upon approval, all vendors will be expected to adhere to our best practices policies listed below.

Deviation from these practices will place your vendor status at risk

1) All agents will be held at the highest ethical standards of conduct

2) Assignments will be issued via email alerts as described on our website at **WWW.WALTONPI.COM**

1) Case **ALERT**: This means a case is possible or pending. No action is required.

2) Case **IMMINENT**: This is your alert that a case **WILL** be issued within 90 minutes unless otherwise specified. We will provide as much information as possible here regarding location, hours, etc. to give you time to research the assignment.

3) Case **AVAILABLE**: At this time the case will be available to claim. An email will be sent to **ALL** vendors with all of the available case information. All of our US and Canadian vendors will see all notifications of all the available cases. If you do not wish to cover the case then no action is required. Simply ignore the alert.

To claim a case please respond to **CASECLAIM@WALTONPI.COM**. Be sure to include the file number to each case you are claiming. In the event of multiple claims to the same file, the case will be awarded based on the time and date stamp of the email response. The firm or agent being awarded the case will receive a confirmation number.

You **MUST** respond to that email to finalize your claim. Until you have received the confirmation email your case is **NOT** confirmed and could be awarded to another agent. When confirmation is received a final email will be sent to **ALL** vendors advising that

the case was assigned. In the event that the case is not claimed a new series of alerts will be sent and the process will start over again.

3) PLEASE DO NOT claim a case that you cannot complete. Your vendor status **WILL NOT** be jeopardized by failing to claim a file, only by failing to complete it **AFTER** it has been claimed.

4) If a subject or claimant is not located, please contact our office for further instruction.

5) The pay rate of 50.00 USD will be published in the **CASE AVAILABLE** email sent to you prior to assigning the claim. This rate is **ALL INCLUSIVE**. It will be provided again in the confirmation email. **YOU** are responsible for expenses such as gas, hotel, vehicle, etc. Please plan accordingly. **(Please note that the \$5.00 notary fee is reimbursable. Please provide your receipt.)**

6) All invoices will be due by midnight the last day of the month for payment on the 10th of the following month. Late invoices will be rolled to the following month. **NO EXCEPTIONS**. All reports, video, ect. must be included.

7) You may **NOT** subcontract the cases we assign you. They must be completed by you personally.

8) The above constitutes best practices as of the date signing. These practices will be updated from time to time. All vendors will be advised of any changes via email.

9) For safety and accountability all serves must be performed and recorded in compliance with your respective state laws regarding notification. It is your responsibility to know these laws. Walton Investigation assumes no responsibility for illegal recordings. All records must be submitted with your report and can be uploaded to our server. You are responsible for any licensure, certification, registration, etc required by your respective state or district. A copy of such, if required by your state **MUST** be on file in our offices prior to accepting any assignments and **MUST** remain current.

10) All servers must submit a completed return of service or proof of service forms within 24 hours of service. If an affidavit is submitted it must be notarized.

11) By signing this vendor application you are agreeing to the following.

-You agree to hold harmless, Walton Investigations, Inc. and its subsidiaries, heirs, and assigns from any and all legal actions resulting from your performance in the above described capacities.

-This is a contractual agreement and in no way constitutes employment by Walton Investigations or its subsidiaries, heirs, or assigns.

12) We will provide you with an official agent ID. This ID will be mailed to the address that was provided by you in the application. You will be able to begin working only after you have received this ID and we **REQUIRE** that you carry it on you at all times while

performing the services. Please indicate acceptance of the above terms by signing and dating each page of the application. Please return all 4 by email to

VENDORRELATIONS@WALTONPI.COM

13) Weapons: Any agent carrying firearms must have a valid CCW or a valid NC Guard card issued by NCPPSB. Non-lethal deterrents such as pepper spray, stun gun etc. do not require special permission but are carried and used at your own risk and liability. Walton Investigations assumes no liability of any kind whatsoever for improper use of any firearm or non lethal deterrent. _____(Initials required)

We will notify you when your application is processed. Upon approval you will be assigned a vendor ID number which you will be required to provide on all reports and correspondence. Please be aware we will need the following in hand before we can issue assignments to you.

- **W-9 Form**
- **FEIN (Tax ID number)**
- **Copy of valid drivers license**
- **Copy of Conceal Carry Permit (This requirement can be waived under certain circumstances. Please contact us with questions)**

Signature of agent:

Date:
