



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

201 W. Preston Street • Baltimore, Maryland 21201

Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor – Joshua M. Sharfstein, M.D., Secretary

MEMORANDUM

TO: Facility CEOs
Health Officers
Personnel Administrators/Officers/Liaisons

FROM: Janet Nugent, Director
Office of Human Resources

RE: Criminal Background Checks

DATE: April 2, 2012

There are changes to the process of conducting criminal background checks being implemented by CJIS (the Maryland Criminal Justice Information System – Central Repository) and the FBI which may impact operations at your agencies.

After April 15, 2012, CJIS will no longer accept ink fingerprint cards. All fingerprint submissions must be electronically or digitally captured. Agencies must use an approved electronic fingerprint location or purchase an electronic capture device. The cost for the digital fingerprinting is approximately \$20 which does not include the cost of the FBI (\$16.50) or State (\$18.00) background check. Digital fingerprinting is available through State operated fingerprinting services, but locations are limited. The use of private providers for digital fingerprinting requires a procurement process.

In light of this change, we recommend that agencies be circumspect about which candidates for employment receive formal background checks and that you review the various laws, regulations, or practices governing your individual programs. If a formal background check is required it should be conducted once at the time of initial hire to contract or PIN. Our practice in headquarters is to require each job applicant to complete an Employee Disclosure of Criminal History form at the time of interview. When a candidate is selected for a position, the Office of Human Resources does an initial background check on that individual through the Maryland Judiciary Case Search. If criminal conviction, probation before judgment, or not criminally responsible disposition is indicated (other than minor traffic violations), we conduct a criminal background check through CJIS.

Most DHMH facilities and some local health departments handle CJIS records checks and fingerprinting independent of headquarters. Other local health departments do their own fingerprinting, but send the background request form to OHR's Employment Services Division where we add a central account number, route through General Accounting, and forward to CJIS.

After April 15th, we recommend that all local health departments request and obtain individual account numbers from CJIS and procure digital fingerprinting from a local provider or use a State operated location in your area. After you receive and review the results of any required background checks, they should be sent to OHR if we maintain the official personnel file.

You may continue to use the OHR central account number if a State operated digital fingerprinting location is most convenient. This process will require that you complete the request form for fingerprinting (attached) and send a copy of it to our Employment Services Director, Tammi Speights. At the same time, give the form to the employee/applicant and schedule them to go to a State operated location for digital fingerprinting (also attached).

If you have any questions or concerns, please do not hesitate to contact me, Christine Brigandi, or Tammi Speights at 410-767-5423.

Attachments

References:

<http://www.dpsc.state.md.us/publicservs/bgchecks.shtml> - Info on Background checks and obtaining an agency authorization code;

<http://casesearch.courts.state.md.us/inquiry/inquiry-index.jsp>. – Maryland Judiciary Website



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
CRIMINAL JUSTICE INFORMATION SYSTEMS – CENTRAL REPOSITORY

LIVESCAN PRE-REGISTRATION APPLICATION

APPLICANT INFORMATION *(PLEASE TYPE OR PRINT CLEARLY)*

Name: _____

Date of birth: _____ SSN: _____ Gender: Male Female *(Please check)*

Height: ft. _____ inches _____ Weight: _____ lbs. _____ Eye Color: _____ Hair Color: _____

Race: Black White Asian/Pacific Islander Native American Other *(Please check)*

Place of Birth: _____ Citizenship: _____

Current address: _____

City: _____ State: _____ ZIP Code: _____ -

Daytime Phone: _____ Evening Phone: _____ Driver's License #: _____

AGENCY INFORMATION

Agency Authorization #: _____

ORI # (if required): _____ Reason fingerprinted? _____

Position Applied for: _____

Request Type: *(Choose one ONLY)*

<input type="checkbox"/> Adult Dependent Care	<input type="checkbox"/> Government Licensing or Certification
<input type="checkbox"/> Attorney/Client	<input type="checkbox"/> Immigration/VISA
<input type="checkbox"/> Child care	<input type="checkbox"/> Individual Challenge
<input type="checkbox"/> Criminal Justice	<input type="checkbox"/> Individual Review
<input type="checkbox"/> Gold Seal/ Adoption	<input type="checkbox"/> MSP Licensing
<input type="checkbox"/> Gold Seal/Letter/VISA	<input type="checkbox"/> Private Party Petition
<input type="checkbox"/> Government Employment	<input type="checkbox"/> Public Housing

Mail Response to:

(Mailing option only available for Visa Gold Seal and/or Individual Review)

Name: _____

Address: _____

City, State, Zip code: _____

State Operated Fingerprinting Services

Location: 6776 Reisterstown Road
(West side of Reisterstown Road Plaza Mall)
Suite 102 (first floor)
Baltimore, MD 21215
For directions, go to <http://www.mapquest.com>

Phone: 410-764-4501
1-888-795-0011 (toll free)

Hours of Operation Monday, Tuesday, Wednesday, Friday
8:30am- 5:00pm

Thursday
8:30am – 6:30pm

1st and 3rd Saturdays of each month
8:30am – 4:30pm

Closed on designated State holidays

The following locations are available by appointment only:

Motor Vehicle Administration - Bel Air
501 West MacPhail Road
Bel Air, MD 21014

Motor Vehicle Administration - Frederick
1601 Bowman's Farm Rd.
Frederick, MD 21701

Motor Vehicle Administration - Waldorf
St. Charles Business Park
11 Industrial Park Drive
Waldorf, MD 20602

Motor Vehicle Administration - Salisbury
251 Tilghman Rd
Salisbury, MD 21801

Motor Vehicle Administration - Glen Burnie
6601 Ritchie Hwy, N.E.
Glen Burnie, MD 21062

Call for an appointment: 410-764-4501 or 1-888-795-0011 (toll free)