



BALTIMORE COUNTY PUBLIC SCHOOLS

FINGERPRINTING INFORMATION SHEET FOR APPLICANTS

In Maryland, the Family Law Article, Section 5-560 – 568 governs background checks for public school employees. All persons employed by Baltimore County Public Schools (BCPS) are required to be fingerprinted and undergo a criminal history background check **before** their first day of employment with the school system.

Applicant must complete all fingerprint requirements to be employed by BCPS.

TO SCHEDULE AN APPOINTMENT: The applicant will need to schedule an appointment with Integrated Biometric Technology's (IBT) by accessing their website at www.IBTFingerprint.com or telephone the toll free telephone number, 1-877-467-9215, Monday thru Friday between 9:00am and 5:00 pm.

WHERE: Office of Fingerprinting, Baltimore County Public Schools
1946 Greenspring Drive, Suite N
Timonium, MD 21093

HOURS OF OPERATION: Monday thru Friday between 9:00 a.m. and 5:00 p.m.
By appointment only – no walk-ins

PHONE: 877-467-9215

COST: The cost of fingerprinting and the background check is **\$75.00**, payable by: Personal check, money order, Master Card, Visa, or Cash. Visa, MasterCard, and personal check payments are not accepted at the fingerprinting site, but can be used to make an electronic payment when scheduling appointments. ***Only money orders or cash are accepted at the fingerprinting site.*** Cost of a Commercial Background check is only \$23.00.

DIRECTIONS: Take Beltway I-695 to Exit 24 North I-83 toward Timonium. Take Exit 16A East, Timonium Road. Turn slight right on W. Timonium Road. Make a right turn onto Greenspring Drive. Proceed approximately .4 of a mile and then make a right turn into the Timonium Business Park, Complex Two. Turn left at the second building facing the parking garage at 1946. The Office of Fingerprinting is located across from the parking garage.

TO EXPEDITE YOUR FINGERPRINTING PROCESS, PLEASE COMPLETE THE FORMS IN THE “NEW APPLICANT FINGERPRINTING APPLICATION” WHICH CAN BE ACCESSED FROM www.bcps.org/offices/human_resources/fingerprinting. PRINT THE FORMS AND BRING THOSE COMPLETED FORMS WITH YOU TO YOUR FINGERPRINTING APPOINTMENT.

**WHAT DOCUMENTS DO I NEED
TO PRODUCE AT THE TIME OF FINGERPRINTING?**

Employment Eligibility Forms- USDOJ I-9 Form: The US Department of Justice requires Baltimore County Public Schools to verify both identification and eligibility for employment of every applicant before employment begins. Therefore, **CANDIDATES WHO DO NOT HAVE THE REQUIRED DOCUMENTS IN THEIR POSSESSION WILL NOT BE FINGERPRINTED OR BE ELIGIBLE FOR HIRE.** Your failure to present the required documents will delay your fingerprinting appointment and may result in you not being able to start work with BCPS. We regret any inconvenience that this requirement may impose, however, completion of the I-9 Form a US Department of Justice requirement and Government Regulations require our personnel to examine the **original** documents in accordance with the standards listed below.

YOU WILL BE REQUIRED TO PRODUCE TWO FORMS OF IDENTIFICATION

Applicants *may* show any ONE of the following listed documents:

- United States Passport
- Certificate of United States Citizenship
- Certificate of Naturalization
- Unexpired foreign passport with an attached Employment Authorization
- Alien Registration Card with photograph

If an applicant is unable to produce one of the above-listed documents, then the applicant *is required* to produce TWO of the following documents, specifically, one document from Column “A” and one document from Column “B” below:

COLUMN “A”

and

COLUMN “B”

Documents that establish identity

Documents that establish employment eligibility

- | | |
|---|---|
| - State Issued Driver’s License w/photo | - Original Social Security Card |
| - State Issued ID Card w/photo | - A birth certificate issued by State, County, or Municipal authority bearing a seal or other certification |
| -U.S. Military Identification Card | - Unexpired INS Employment Form. |

For more information and for a complete listing of acceptable documents, please visit the following link:
http://www.bcps.org/offices/human_resources/fingerprinting/

FOR MORE INFORMATION ABOUT THE BACKGROUND CHECK AND FINGERPRINTING PROCESS, PLEASE VISIT OUR WEBSITE AT: www.bcps.org/offices/human_resources/fingerprinting
Click on the link titled: Frequently Asked Questions.

If you have additional questions after reviewing the information available on the website, please call the Office of Investigations and Records at: 410-887-8941.