



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.

TO SCHEDULE AN APPOINTMENT

To be fingerprinted, please schedule an appointment with Integrated Biometric Technology (IBT) by accessing the website at www.ibtfingerprint.com or by calling the toll free telephone number, **1-877-467-9215**, Monday thru Friday between 9 a.m. and 5 p.m.

Please Note: You will be fingerprinted only after receiving and accepting an offer of employment. You will need to obtain an authorization code from your Personnel Officer, Analyst, or other hiring representative BEFORE scheduling a fingerprinting appointment.

WHERE

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

HOURS OF OPERATION

Monday thru Friday 9 a.m. ~ 5 p.m. (closed 1 p.m. – 2 p.m.)

PHONE

1-877-467-9215

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.