



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 online with MorphoTrust at www.Identogo.com or telephone the toll free telephone number, **1-877-467-9215**, Monday thru Friday between 9 a.m. and 4:30 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:

Baltimore County Public Schools
Office of Fingerprinting
6901 Charles Street
Building E
Towson, MD 21204

HOURS OF

OPERATION:

Monday thru Friday 9 a.m. ~ 4:30 p.m. (*closed 1~2 p.m.*)

PHONE:

1-877-467-9215

COST:

The cost of fingerprinting and the background check is **\$67.75**. Visa, MasterCard, and personal check payments can be used to make an electronic payment when scheduling appointments. ***Cash, checks or money orders ONLY are accepted at the fingerprinting site.***

DIRECTIONS:

From the West: Take I-695 N/Baltimore Beltway Inner Loop toward Towson. Merge onto N Charles St/MD-139 S via Exit 25 toward Baltimore/Colleges. Go to Greenwood Road (blinking traffic light/directly across from Ridge Ruxton School) and turn LEFT. Turn RIGHT at the first entrance on your right. Building E is on your left.

From the East: Take Beltway I-695 to Exit 25 toward MD-139/Charles Street, turn left onto Bellona Avenue, take the 1st left onto N. Charles Street, Go to Greenwood Road (blinking traffic light/directly across from Ridge Ruxton School) and turn LEFT. Turn RIGHT at the first entrance on your right. Building E is on your left.

Please Note: BCPS does not schedule fingerprinting appointments. All fingerprinting appointments MUST be made by accessing the Web site: www.Identogo.com or calling the toll free number 1-877-467-9215.