

# Steps for Intern Student Teachers to be Fingerprinted and Cleared for Baltimore County Public Schools

## 1. COMPLETE ALL PAPERWORK:

- **Fingerprinting and Background Check Application for Fingerprinting non-BCPS Employees** for use by the Office of Investigations and Records Management is a 3-page document which **must be filled out and taken to the fingerprinting appointment.**
  - May be printed and filled out by hand or
  - May be downloaded, completed on computer, and saved to your device before printing
  - The name of the college you attend, and contact name and number must be included on the form
- **Privacy Act Statement** and **Non-Criminal Justice Privacy Rights** must be reviewed (*acknowledge review on BCPS Authorization/Release*)
- **AQ Scan Pre-Registration Form** and **AQ Scan Authorization Form** for use by the fingerprint vendor must be filled out and taken to the fingerprinting appointment

## 2. REVIEW COMAR BARRIER CRIMES PRIOR TO SCHEDULING APPOINTMENT:

**COMAR Barrier Crimes**– Anyone with a conviction or PBJ of any of the crimes on the COMAR Barrier Crimes list will not be permitted to work with BCPS students or on BCPS property. *There is no time limit to this list, they are a permanent barrier to working in for BCPS.* Also, anyone with pending criminal charges or currently on probation is disqualified for BCPS.

### **BALTIMORE COUNTY PUBLIC SCHOOLS DISQUALIFICATION (in addition to above):**

Most felony convictions are a seven (7) year disqualifier

Many misdemeanor convictions are a three (3) year disqualifier

**Do not schedule an appointment to be fingerprinted without first discussing any criminal disclosures with our office.**

Any concerns or criminal disclosures should be addressed directly with the Office of Investigations and Records Management 443-809-8941 or email to [mbasler@bcps.org](mailto:mbasler@bcps.org) with a call back number for confidential discussion

## 3. SCHEDULE AN APPOINTMENT TO BE FINGERPRINTED

Please make your fingerprinting appointment with AQScan [HERE](#)

AQScan Fingerprinting Services  
10946 Beaver Dam Road, Suite D  
Hunt Valley, Maryland 21030

**HOURS OF OPERATION:** Monday-Friday, 9:00 AM to 4:00 PM

**COST OF FINGERPRINTING:** The cost of fingerprinting and background check is **\$109**. Visa, Mastercard, and Discover cards are accepted at the AQScan location. **Cash, personal checks, and money orders are NOT accepted.**

## 4. CLEARANCE (required to be received prior to beginning work with BCPS)

**After you have been fingerprinted**, upon review of your background check, your fingerprint clearance card will be mailed to the address you provide.

# AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A CONSUMER AND/OR INVESTIGATIVE REPORT

I, \_\_\_\_\_, (*clearly print full legal name*) the undersigned consumer, do hereby authorize **BALTIMORE COUNTY PUBLIC SCHOOLS**, by and through its independent contractor, to procure a consumer report and/or investigative consumer report on me.

The above-mentioned reports include Federal Bureau of Investigation (FBI) and State of Maryland criminal records, national and state sex offender registries, social security number verification, and present and former addresses.

I understand that I may request a written disclosure of my rights under FCRA 15 U.S.C. 1681 with the nature and scope of any investigative consumer report prepared on me upon my written request that is made within a reasonable time after the date hereof.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **BALTIMORE COUNTY PUBLIC SCHOOLS**, by and through the independent contractor, including, but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources. Credit bureaus will be used solely for the purpose of verifying identity. **BALTIMORE COUNTY PUBLIC SCHOOLS** does not perform a credit history check.

I hereby release **BALTIMORE COUNTY PUBLIC SCHOOLS**, its independent contractor, and all persons, business entities and governmental agencies, whether public or private, from all liability, claims and/or demands, of whatever kind, to me, my heirs or others making such claim or demand on my behalf, for procuring, selling, providing, brokering and/or assisting with the compilation or preparation of the consumer report and/or investigative consumer report hereby authorized.

*PLEASE NOTE: Baltimore County Public Schools may receive alert notices when future arrests / court dates / criminal information is posted to the FBI and / or the State of Maryland.*

**My initials below affirm that I have received copies of the following documents as required by the FBI:**

***Noncriminal Justice Applicant's Privacy Rights*** (initial here upon receipt) \_\_\_\_\_

***Privacy Act Statement*** (initial here upon receipt) \_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*



# BACKGROUND CHECK APPLICATION FOR NON-BCPS EMPLOYEES

## Baltimore County Public Schools

\_\_\_\_\_  
\*Social Security Number

\_\_\_\_\_  
\*Full Legal Name

\_\_\_\_\_  
\*Date of Birth

\_\_\_\_\_  
\*Daytime Phone Number

\_\_\_\_\_  
\*All Previous Last Names and dates used

M  F

\_\_\_\_\_  
\* Current Address

\_\_\_\_\_  
\*City

\_\_\_\_\_  
\*State

\_\_\_\_\_  
\*Zip

\_\_\_\_\_  
\*County of Residence and  
Dates lived at this address

### Previous Addresses (outside of state of current residence) for the past seven years

Address	City	State	County	Zip

### **\*REASON FOR BACKGROUND CHECK: please indicate one and provide details as required**

Intern/Student Teacher College: \_\_\_\_\_ BCPS assigned location: \_\_\_\_\_

Volunteer/Chaperone at which BCPS School: \_\_\_\_\_

Contractor – Name of Company: \_\_\_\_\_ Contact name and number: \_\_\_\_\_

**Warning:** Failure to report criminal convictions, probation before judgment (PBJ) dispositions, or pending charges may result in termination of your clearance with Baltimore County Public Schools. Any individual who fails to disclose prior conviction(s) or the existence of pending charge(s) shall be guilty of perjury. This is a misdemeanor offense and on conviction is subject to a fine not exceeding \$1,000 or imprisonment not exceeding one (1) year or both. **INITIAL** \_\_\_\_\_

Have you **EVER** been convicted (Note: there is no time limit for reporting), or placed on probation before judgment (PBJ), found not criminally responsible, or have pending criminal charges against you without a final disposition, for an offense other than a minor traffic violation? Yes  No

IF YOU CHECKED YES ABOVE, PLEASE COMPLETE THE INFORMATION BELOW:

CHARGE	DATE	LOCATION	CONVICTION	PBJ	PENDING

Maryland Code: *Family Law, Title 5, Children: Subtitle 5. Child Care; Foster Care: Part VI. Criminal Background Investigations for Employees of Facilities and Other Individuals that Care for or supervise Children, Section 5-563.* Prior criminal offense: As part of the application process for a criminal history records check, the employee shall complete and sign a sworn statement or affirmation disclosing the existence of a criminal conviction, probation before judgment disposition, not criminally responsible disposition, or pending criminal charges without a final disposition.

Signature: \_\_\_\_\_

2/8/22

**\*Required Fields**

**PLEASE PRINT CLEARLY**

**Statement of a Criminal Conviction, Probation Before Judgment,  
or Pending Criminal Charge**

On my Background Check Application, I acknowledged a prior conviction, probation before judgment (PBJ) disposition, found not criminally responsible, or a pending charge for an offense other than a minor traffic violation. I hereby release and disclose the following specific information regarding the conviction(s), PBJ disposition(s), not criminally responsible, pending charges, or other potentially adverse information I noted.

**-or- I have no criminal disclosure to make** INITIAL HERE: \_\_\_\_\_

**PLEASE DO NOT REPORT MINOR TRAFFIC VIOLATIONS OR ARRESTS THAT DID NOT RESULT IN A Conviction, PBJ or Pending Court date.**

**Date of Arrest for Conviction, PBJ or pending criminal charges ONLY:** \_\_\_\_\_

**Specific Charge(s):** \_\_\_\_\_

**Court Date:** \_\_\_\_\_

**Disposition of the Specific Charge(s):** \_\_\_\_\_

**Details of the Incident:** \_\_\_\_\_

I have made the above statement of my own free will in the interest of providing the truthful facts regarding a previous incident(s) which resulted in a conviction, PBJ disposition or pending charges against me. This statement is true to the best of my knowledge, and I have not been promised anything in exchange for this statement.

\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*

**Reviewed by FP Technician, Name of OIRM Representative that gave permission to print:**

Name of OIRM Representative: \_\_\_\_\_

Signature of FP Technician: \_\_\_\_\_

## AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.<sup>1</sup> These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.<sup>2</sup>
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Social Security Account Number (SSAN).** Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

**Additional Information:** The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).

## AUTHORIZATION

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by Baltimore County Public Schools ("BCPS") and its consumer reporting agency Master Security Company, LLC to obtain information on me from any law enforcement agency, administrator, local, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company or the National Records Center to furnish any and all background information including, but not limited to; criminal and public record history, driving and/or motor vehicle records, transcripts, grades and attendance records, employment history, references and workers' compensation documents (including from the State of Pennsylvania, the Industrial Commission of Arizona and all other states where permissible).

If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for BCPS to procure such reports at any time during, as permitted by law, my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information. I further authorize BCPS to share my report with third parties solely for employment purpose and on an as needed basis.

I understand that I have rights under the Fair Credit Reporting Act. I also acknowledge receipt, and have reviewed, the following documents:

- Disclosure For Consumer Reports
- Additional Information Regarding Your Rights
- A Summary of Your Rights Under the Fair Credit Reporting Act

If you have any questions concerning this background screening content, please contact Master Security Company, LLC at 410-946-1876

**Company/Employer:** \_\_\_\_\_

Printed Last Name: \_\_\_\_\_

Printed First Name: \_\_\_\_\_

Printed Middle Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**For identification purposes:**

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Other Names Used: \_\_\_\_\_



**LIVESCAN PRE-REGISTRATION APPLICATION**

**APPLICANT INFORMATION (PLEASE WRITE LEGIBLY)**

Full Name (First, Middle, Last):			
Date of Birth:	Social Security #:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Height:     ft.     inches	Weight:     lbs.	Hair Color:	Eye Color:
Race (please check one): <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American <input type="checkbox"/> Other			
State or Foreign Country of Birth:		Where is your Citizenship?:	
Current Address:			Apt or Suite #:
City:		State:	Zip Code:
Email Address:			
Phone Number:		Driver's License #:	State Issued:

**REQUIRED INFORMATION**

Have you ever been charged or convicted of criminal activity?:  Yes  No

Do you have any pending criminal charges?:  Yes  No

**AGENCY INFORMATION**

Agency Authorization # (must be 10 digits): 9000017493		CCA # (FOR CHILD CARE ONLY):	
ORI #: MD 004455Y	Reason Fingerprinted: Baltimore County Public Schools		
Request Type:			
<input type="checkbox"/> Adult Dependent Care	<input type="checkbox"/> Government Licensing or Certification		
<input type="checkbox"/> Attorney/Client	<input type="checkbox"/> Immigration/VISA		
<input checked="" 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		

**10946-D Beaver Dam Road, Hunt Valley, Maryland 21030**



# BALTIMORE COUNTY PUBLIC SCHOOLS

## FINGERPRINTING INFORMATION SHEET FOR APPLICANTS

In Maryland, the **Family Law Article §5-550 to 5-559** governs background checks for public schools. All persons are required to be fingerprinted ***before*** starting an assignment with Baltimore County Public Schools (BCPS).

### SCHEDULE AN APPOINTMENT:

Please schedule an appointment with AQScan online. The direct link to the AQScan website is [HERE](#)

You will be fingerprinted only after being assigned to a BCPS location or receiving and accepting an offer of employment.

### WHERE:

AQScan Fingerprinting Services  
10946 Beaver Dam Road, Suite D  
Hunt Valley, Maryland 21030

### HOURS OF OPERATION:

Monday-Friday, 9:00 AM to 4:00 PM

### COST OF FINGERPRINTING:

The cost of fingerprinting and background check is **\$109**. Visa, Mastercard, and Discover cards are accepted at the AQScan location. **Cash, personal checks, and money orders are NOT accepted.** If you require additional assistance regarding payment options, please call **1-833-4-AQSCAN**. Payment must be provided on site prior to being fingerprinted. If payment is unable to be made, you must reschedule your appointment to a later date.

### DIRECTIONS:

***From the West:*** Take I-695 N/Baltimore Beltway Inner Loop toward I-83 N. Take I-83 N to the Warren Rd. exit (Exit 18). Turn left at first traffic light, Beaver Dam Road. Once on Beaver Dam Road, turn left at the next traffic light which is also Beaver Dam Road. Follow Beaver Dam Road about ¼ mile and turn left into the Hunt Valley Business Center. AQScan is located in the second building in suite D.

***From the East:*** Take Beltway I-695 toward I-83 N. Take I-83 N to the Warren Rd. exit (Exit 18). Turn left at first traffic light, Beaver Dam Road. Once on Beaver Dam Road, turn left at the next traffic light which is also Beaver Dam Road. Follow Beaver Dam Road about ¼ mile and turn left into the Hunt Valley Business Center. AQScan is located in the second building in suite D.

***From the Gilroy Rd. Light Rail Stop:*** Turn left from Gilroy Road onto Beaver Dam Road. Go about 100 yards, Hunt Valley Business Center is on the right and AQScan is located in the second building in suite D. There are also two MVA bus stops located within 2 blocks of AQScan.

***BCPS DOES NOT SCHEDULE FINGERPRINTING APPOINTMENTS.*** Please make your fingerprinting appointment with AQScan [HERE](#)

## COMAR BARRIER CRIMES



Under Maryland Law, Baltimore County Public Schools **cannot hire** anyone who has **ever** been **convicted** or received a **Probation Before Judgement** of the following crimes:

- **Abduction**
- **Armed carjacking**
- **Arson**
- **Assault in the first degree**
- **Assault with intent to commit a sexual offense in the 2nd degree**
- **Assault with intent to murder**
- **Assault with intent to rape**
- **Assault with intent to rob**
- **Carjacking**
- **Child abuse in the 1st degree**
- **Child abuse of a minor**
- **Handgun in the commission of a felony or other crime of violence**
- **Kidnapping**
- **Maiming**
- **Manslaughter (except involuntary manslaughter)**
- **Mayhem**
- **Murder**
- **Rape**
- **Robbery**
- **Sexual abuse of a Minor**
- **Sexual offense in the 1<sup>ST</sup>, 2<sup>ND</sup> or 3<sup>rd</sup> degree**