## Agenda

<table>
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<tr>
<th>Remarks</th>
<th>Darlene Ham</th>
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<tr>
<td>Welcome/Overview</td>
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<td>Medicaid Rehab</td>
<td>Betty Flint</td>
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<td>Youth Advisory Board</td>
<td>Christina Drushel Williams</td>
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<td>Governor's Office for Children</td>
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<td>CPS Clearances Contacts</td>
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<td>Citrix</td>
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<td>Questions and Answers</td>
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MARYLAND YOUTH ADVISORY COUNCIL (MYAC)

What is MYAC?

- Established in 2008 through the state legislature.
- Provides feedback and recommendations on public policy and programs that impact youth.
- Council members are ages 14-22 and represent youth from across Maryland.
MYAC Role

- Conduct Public Meetings at least four times a year
- Hold one or two Public Hearings on issues of importance to youth
- Conduct one educational meeting concerning the legislative process
- Provide testimony before legislative bodies on youth related issues
- Recommend one legislative proposal each legislative session concerning issues on slide 4
- Conduct a Public Awareness campaign to raise awareness about the Council among Maryland Youth
- Annual Report to the Governor and General Assembly

Legislative Topics...

- Education
- A Safe Learning Environment
- Employment Opportunities
- Strategies to Increase Youth Participation in Local and State Government
- Health Care Access and Quality of Care
- Substance Abuse and Underage Drinking
- Emotional and Physical Well-Being
- The Environment
- Poverty
- Homelessness

- Youth Access to State and Local Services
- Suicide Prevention
- Educational Accessibility Issues for Students with Disabilities, Including Access to
  - Schools
  - School-Related Activities
  - Classes

- Past issues include:
  - SMOB Voting Rights
  - Financial Literacy
  - School Nutrition
  - Technology in School
  - Life Skills, College and Career Readiness
Youth Membership

- Youth must be 14-22 years of age
- The term of a Youth Advisory Council member is from September 1st to August 30th of the following year
- A youth member may not serve more than two consecutive terms.
- Youth are provided with 4 excused school absences to fulfill their Council duties

Governor Appointments

- GOVERNOR
  - 12 Youth (At least 10 High School Students of which 5 are enrolled in public school)
  - 4 Post Secondary Youth
Senate Appointments

President of the Senate

6 High School Students (At least 3 Public High School Students)

2 Post Secondary Students

1 Member of the Senate

House Appointments

Speaker of House of Delegates

6 High School Students (At least 3 Public High school students)

2 Post Secondary Students

1 Member of the House of Delegates
Youth Appointments

- 15 H.S. students chosen by the Maryland Association of Student Council
- 8 Post Secondary Youth
- 3 members selected by the University System of Maryland Student Council
- 5 members selected by the MHEC Student Advisory Council

MYAC Members by County

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Applications

- Applications will be available beginning April 1, 2014 through July 1, 2014.
- Forms will be available online at http://goc.maryland.gov/MarylandYouthAdvisoryCouncil.html
- Application submissions must include:
  - Completed application form
  - Letter of recommendation
  - Resume

Contact Information

Christina Drushel Williams
Program & Policy Specialist
Governor's Office for Children
Christina.drushel@maryland.gov, 410-767-2547

www.facebook.com/MarylandYouthAdvisoryCouncil
MARYLAND YOUTH ADVISORY COUNCIL
2014-2015 Application

Maryland Youth Advisory Council

In 2008, the Maryland Youth Advisory Council was established through the Maryland General Assembly to ensure that Maryland youth are given the opportunity to provide feedback and recommendations regarding public policies and programs that affect their future and to take a leadership role in creating meaningful change. By providing testimony in Annapolis and policy recommendations, council members have the opportunity to raise their voices and share their experiences with the Governor, State legislature, agencies, and other youth.

Council members will be expected to:
- Be active and passionate representatives of Maryland youth. Members must attend at least 50% of regular meetings.
  Any member who does not attend the required number of meetings may be removed from the Council;
- Identify and discuss issues facing youth in Maryland;
- Work with other council members to create strategies that address these issues;
- Serve as liaisons to other affiliated youth organizations and peers in his/her communities;
- Develop leadership skills;
- Meet other Maryland youth; and
- Have fun!

How to Apply:

If you would like to be a voice for youth in Maryland, please fill out the attached application. Council members must be 14-22 years of age on September 1, 2014. Members must serve a one year term (September 1 until August 30) and cannot serve more than two consecutive terms.

Council members are appointed by the Governor of Maryland, the President of the Maryland Senate, the Speaker of the Maryland House of Delegates, the Maryland Association of Student Councils, University System of Maryland Student Council, and the Maryland Higher Education Commission Student Advisory Council.

Council members will be selected with consideration towards gender, race, and geographic area to ensure a diverse representation of Maryland’s youth statewide.

Application submissions must include:
1. Completed application;
2. One letter of recommendation; and
3. Resume.

If you have questions, please contact Christina Drushel Williams at christina.drushel@maryland.gov, 410-767-2547.
The deadline for applications is July 1, 2014.

SEND COMPLETED APPLICATIONS TO:
Christina Drushel Williams
Program & Policy Specialist
Governor's Office for Children
301 West Preston St., Suite 1502
Baltimore, MD 21201
christina.drushel@maryland.gov
MARYLAND YOUTH ADVISORY COUNCIL
2014-2015 Application

Name: ____________________________________________________________

Address: _________________________________________________________

City: ___________ County: ___________ State: ___________ Zip Code: ______

Home Phone: (____) ___________ Other Phone: (____) ___________

Email: ___________________________________________________________

Age (as of September 1, 2014): ___________

Parent/Guardian (if under 18):

Name: __________________________________ Relationship: _____________

Address: _________________________________________________________

City: __________________ State: ___________ Zip Code: ______

Home Phone: (____) ___________ Work Phone: (____) ____________

Cell Phone: (____) ____________________

Name of School: __________________________________________________

Type of School: □ Public □ Private □ Homeschooled

Year in School (during the 2014-15 school year): □ Freshman □ Sophomore □ Junior □ Senior

Enrolled in a GED or diploma equivalency program: □ Yes □ No

If not currently in school, when did you last attend: ____________________________

1) Briefly explain why you would like to participate in the Maryland Youth Advisory Council and what contributions you would bring as a member.

2) Briefly explain what you hope to gain from your experience with the Maryland Youth Advisory Council.

3) What issues are you most passionate about and why? As a member of the Maryland Youth Advisory Council, how would you address these issues?
4) Describe a time when you found yourself in a leadership position and there was conflict or disagreement. How did you respond to the situation?

5) If you are selected, you will be expected to reach out to the youth you represent in your school and community. Please describe some ways you plan to engage your peers.

6) List any employment, activities, or groups that you plan to be involved during the year and describe how you will balance your commitment to the Maryland Youth Advisory Council and your other activities.

7) How did you hear about the Maryland Youth Advisory Council? (Check all that apply)

☐ Governor's Office ☐ MD Higher Education Commission ☐ Flyer
☐ President of the Senate ☐ University System of Maryland ☐ Facebook
☐ Speaker of the House ☐ Current Council Member ☐ Other: _______________________
☐ MD Association of Student Councils ☐ Teacher/School Administrator

Pursuant to Maryland State Government Code, Annotated, §9-2701, you may consider providing the following information:

a. Gender: (Please check appropriate box)
   ☐ Male ☐ Female

b. Race/Ethnicity: (Please check appropriate box)
   White, Non Hispanic ☐ Black or African American, Non Hispanic ☐
   American Indian or Alaska Native ☐ Asian ☐
   Native Hawaiian or other Pacific Islander ☐ Hispanic ☐
   Other: ____________________________________________

   ☐ Yes ☐ No
c. Disability: (Please check appropriate box)

Please include one letter of reference (teacher, coach, pastor, advisor, professor, principal, etc.) and a resume.

Signature of Applicant: ___________________________ Date: _______________________

Signature of Parent/Guardian (if under 18): ___________________________ Date: _______________________

Maryland Youth Advisory Council Application Page 2
State of Maryland Child Protective Service (CPS) Clearances

The local department requires request for clearances to be notarized.
Add to the CPS Request Form the provider agency contact person and fax number.

Allegany County Department of Social Services
Attn: Terri Ringer
CPS Intake
1 Fredrick Street
Cumberland, MD 21502

Terri Ringer 301-784-7075
E-mail: Terri.ringler@maryland.gov

Pam Rice 301-784-7152
E-mail: Pam.rice@maryland.gov

Anne Arundel County Department of Social Services
Attn: Charlene Porter
7500 Ritchie Highway
Glen Burnie, Maryland 21061

Charlene Porter 410-421-8436
E-mail: Charlene.porter@maryland.gov

*AA County requires the clearance request form to have a provider contact person and fax number.*

Baltimore City Department of Social Services
Attn: Anis Ahmed
1900 N. Howard Street
Baltimore, MD 21218

Anis Ahmed 443-423-7108
E-mail: Anis.ahmed@maryland.gov

Baltimore County Department of Social Services
Attn: Rosina Garrett
6401 York Road
Baltimore, MD 21212

Rosina Garrett 410-853-3733
E-mail: Rosina.garrett@maryland.gov

Jane Gehring 410-853-3951
E-mail: Jane.gehring@maryland.gov
State of Maryland Child Protective Service (CPS) Clearances

The local department requires request for clearances to be notarized.
Add to the CPS Request Form the provider agency contact person and fax number.

Calvert County Department of Social Services
Attn: Karmala Johnson
200 Duke Street
Prince Fredrick, MD 20678

Karmala Johnson 443-550-6969
E-mail: Karmala.johnson@maryland.gov

Caroline County Department of Social Services
Child Protective Services Intake
Attn: Cara Calloway
P.O. Box 400
Denton, MD 21629

Cara Calloway 410-819-4510
E-mail: Kara.calloway@maryland.gov

Dale Oberender 410-819-4523
E-mail: Dale.oberender@maryland.gov

Carroll County Department of Social Services
Attn: Jeanie Black
1232 Tech Court
Westminster, MD 21157

Jeanie Black 410-386-3397
E-mail: Jeanie.black@maryland.gov

Kelly Erikson 410-386-3422
E-mail: Kelly.erikson@maryland.gov

Cecil County Department of Social Services
Attn: Sue Bailey
Elkton District Court/Multi Service Building
P.O. Box 1160
Elkton, MD 21921

Sue Bailey 410-996-0150
E-mail: Sue.bailey@maryland.gov
Fax: 410-996-0228
State of Maryland Child Protective Service (CPS) Clearances

The local department requires request for clearances to be notarized. Add to the CPS Request Form the provider agency contact person and fax number.

Charles County Department of Social Services
Attn: Wanda Collins
200 Kent Avenue
La Plata, MD 20646

Wanda Collins 301-392-6731
E-mail: Wanda.collins@maryland.gov

Dorchester County Department of Social Services
Attn: Carol Parks
627 Race Street
Cambridge, MD 21613

Carol Parks 410-901-4178
E-mail: Carol.parks@maryland.gov

Frederick County Department of Social Services
Attn: Melissa Myers
100 East All Saints Street
Fredrick, MD 21701

Melissa Myers 301-600-4520
E-mail: Melissa.myers@maryland.gov

Garrett County Department of Social Services
Attn: Larry Bruch
12578 Garrett Highway
Oakland, MD 21550

Larry Bruch 301-533-3042
E-mail: Larry.bruch@maryland.gov

Harford County Department of Social Services
Attn: Sharon Egyen-Davis
2 South Bond Street
Bel Air, MD 21014

Sharon Egyen-Davis 410-836-4757
E-mail: Sharon.egyn-davis@maryland.gov
State of Maryland Child Protective Service (CPS) Clearances

The local department requires request for clearances to be notarized. Add to the CPS Request Form the provider agency contact person and fax number.

Howard County Department of Social Services
Attn: Carla Logan
7121 Columbia Gateway Drive
Columbia, MD 21046

Carla Logan 410-872-8849
E-mail: Carla.logan@maryland.gov

Kent County Department of Social Services
Attn: Linda Walters
P.O. Box 670
Chestertown, MD 21620

Linda Walters 410-810-7651
E-mail: Linda.walters@maryland.gov

Montgomery County Department of Health and Human Services
Attn: Marisa Lim
1301 Piccard Drive 4th floor
Rockville, MD 20850

Marisa Lim 240-777-3391
E-mail: lim@montgomerycountymd.gov

Sheila Dennis 240-777-3535
E-mail: dennis@montgomerycountymd.gov

Prince Georges County Department of Social Services
Attn: Margaret Shirley
925 Brightseat Road
Landover, MD 20785

Margaret Shirley 301-909-2416
E-mail: Margaret.shirley@maryland.gov

Queen Anne’s County Department of Social Services
Attn: Alex Sweetak
125 Comet Drive
Centreville, MD 21617

Alex Sweetak 410-758-8028
E-mail: Alex.sweetak@maryland.gov
State of Maryland Child Protective Service (CPS) Clearances

The local department requires request for clearances to be notarized. Add to the CPS Request Form the provider agency contact person and fax number.

Somerset County Department of Social Services
Attn: Jody Gawel
P.O. Box 369
Princess Anne, MD 21853

Jody Gawel 410-667-4334
E-mail: Jody.gawel@maryland.gov

Saint Mary’s County Department of Social Services
Joseph D. Carter Building
Attn: Tammy Loewe
12110 Leonard Hall Drive
Leonardtown, MD 20650

Tammy Loewe 240-895-7170
E-mail: Tammy.loewe@maryland.gov

Talbot County Department of Social Services
Attn: Jenifer DuBosq
301 Bay Street Unit 5
Easton, MD 21601

Jenifer DuBosq 410-770-5212
E-mail: Jenifer.dubosq@maryland.gov

Washington County Department of Social Services
Attn: D. Michael Piercy
P.O. Box 1419
Hagerstown, MD 21741

D. Michael Piercy 240-420-2360
E-mail: Michael.piercy@maryland.gov

Wicomico County Department of Social Services
Attn: Ethel Milligan
201 Baptist Street, Suite 27
Salisbury, MD 21801

Ethel Milligan 410-713-3906
E-mail: Ethel.milligan@maryland.gov
State of Maryland Child Protective Service (CPS) Clearances

The local department requires request for clearances to be notarized. Add to the CPS Request Form the provider agency contact person and fax number.

Worcester County Department of Social Services
Attn: Dawn Blades
P. O. Box 39
Snow Hill, MD 21863

Dawn Blades 410-641-0097
E-mail: Dawn.blades@maryland.gov

Roberta Baldwin 410-641-0097
E-mail: Roberta.baldwin@maryland.gov
Md. FAMILY LAW Code Ann. § 5-560 (2014)

§ 5-560. Definitions

(a) In general. -- In this Part VI of this subtitle the following words have the meanings indicated.

(b) Conviction. -- "Conviction" means a plea or verdict of guilty or a plea of nolo contendere.

(c) Department. -- "Department" means the Department of Public Safety and Correctional Services.

(d) Employee. --

(1) "Employee" means a person that for compensation is employed to work in a facility identified in § 5-561 of this subtitle and who:

(i) cares for or supervises children in the facility; or

(ii) has access to children who are cared for or supervised in the facility.

(2) "Employee" includes a person who:

(i) participates in a pool described in subsection (e)(2) of this section;

(ii) for compensation will be employed on a substitute or temporary basis to work in a facility identified in § 5-561(b)(1) or (2) of this subtitle; and

(iii) will care for or supervise children in the facility or will have access to children who are cared for or supervised in the facility.

(3) "Employee" does not include any person employed to work for compensation by the Department of Juvenile Services.

(e) Employer. --

(1) "Employer" means an owner, operator, proprietor, or manager of a facility identified in § 5-561 of this subtitle who has frequent contact with children who are cared for or supervised in the facility.

(2) For purposes of §§ 5-561(g), 5-564(a)(2)(i) and (c)(1)(i) and (2), and 5-567 of this subtitle,
"employer" includes a child care resource and referral center, an association of registered family
child care providers, and an association of licensed child care centers to the extent that the center
or association establishes and maintains a pool of individuals who are qualified to work as
substitute or temporary employees in a facility identified in § 5-561(b)(1) or (2) of this subtitle.

(3) "Employer" does not include a State or local agency responsible for the temporary or
permanent placement of children in a facility identified in § 5-561 of this subtitle.

(f) Private entity. -- "Private entity" means a nongovernmental agency, organization, or employer.

(g) Secretary. -- "Secretary" means the Secretary of Public Safety and Correctional Services.


Md. FAMILY LAW Code Ann. § 5-561 (2014)

§ 5-561. Required; facilities requiring criminal history records check

(a) History records check application required. -- Notwithstanding any provision of law to the
contrary, an employee and employer in a facility identified in subsection (b) of this section and
individuals identified in subsection (c) of this section shall apply for a national and State criminal
history records check at any designated law enforcement office in this State or other location
approved by the Department.

(b) Facilities requiring criminal history records check. -- The following facilities shall require
employees and employers to obtain a criminal history records check under this Part VI of this
subtitle:

(1) a child care center required to be licensed under Part VII of this subtitle;

(2) a family child care home or large family child care home required to be registered under Part
V of this subtitle;

(3) a child care home required to be licensed under this subtitle or under Title 9 of the Human
Services Article;

(4) a child care institution required to be licensed under this subtitle or under Title 9 of the
Human Services Article;

(5) a juvenile detention, correction, or treatment facility provided for in Title 9 of the Human
Services Article;

(6) a public school as defined in Title 1 of the Education Article;

(7) a private or nonpublic school required to report annually to the State Board of Education
under Title 2 of the Education Article;
(8) a foster care family home or group facility as defined under this subtitle;

(9) a recreation center or recreation program operated by the State, a local government, or a private entity primarily serving minors;

(10) a day or residential camp, as defined in Title 10, Subtitle 16 of the Code of Maryland Regulations, primarily serving minors; or

(11) a home health agency or residential service agency licensed by the Department of Health and Mental Hygiene and authorized under Title 19 of the Health - General Article to provide home- or community-based health services for minors.

(c) Individuals requiring criminal history records check -- The following individuals shall obtain a criminal history records check under this Part VI of this subtitle:

(1) an individual who is seeking to adopt a child through a child placement agency;

(2) an individual who is seeking to become a guardian through a local department;

(3) an individual whom the juvenile court appoints as a guardian of a child;

(4) an adult relative with whom a child, committed to a local department, is placed by the local department;

(5) any adult known by a local department or the State Department of Education to be residing in:

(i) a family child care home or large family child care home required to be registered under this title;

(ii) a home where informal child care, as defined in child care subsidy regulations adopted under Title 13A of the Code of Maryland Regulations, is being provided or will be provided to a child who does not reside there;

(iii) a home of an adult relative of a child with whom the child, committed to a local department, is placed by the local department;

(iv) a foster care home or child care home required to be approved under this title;

(v) a home of an individual seeking to adopt a child through a child placement agency; or

(vi) a home of an individual seeking to become a guardian through a local department;

(6) an individual who agrees to provide, or to continue providing, informal child care, as defined in child care subsidy regulations, adopted under Title 13A of the Code of Maryland Regulations; and

(7) if requested by a local department:
(i) a parent or guardian of a child who is committed to the local department and is or has been placed in an out-of-home placement within the past year; and

(ii) any adult known by the local department to be residing in the home of the parent or guardian.

(d) Volunteers at facilities. — An employer at a facility under subsection (b) of this section may require a volunteer at the facility to obtain a criminal history records check under this Part VI of this subtitle.

(e) Volunteers at a local department. — A local department may require a volunteer of that department who works with children to obtain a criminal history records check under this Part VI of this subtitle.

(f) Facilities not identified in subsection (b). — An employer at a facility not identified in subsection (b) of this section who employs individuals to work with children may require employees, including volunteers, to obtain a criminal history records check under this Part VI of this subtitle.

(g) Employer responsibility. — An employer, as defined in § 5-560(e)(2) of this subtitle, shall require an employee, as defined in § 5-560(d)(2) of this subtitle, to obtain a criminal history records check under this Part VI of this subtitle.

(h) Fees — In general. —

(1) Except as provided in paragraph (2) of this subsection, a person who is required to have a criminal history records check under this Part VI of this subtitle shall pay for:

(i) the mandatory processing fee required by the Federal Bureau of Investigation for a national criminal history records check;

(ii) reasonable administrative costs to the Department, not to exceed 10% of the processing fee; and

(iii) the fee authorized under § 10-221(b)(7) of the Criminal Procedure Article for access to Maryland criminal history records.

(2) A volunteer under subsection (d), (e), or (f) of this section who volunteers for a program that is registered with the Maryland Mentoring Partnership is not required to pay for costs or fees under paragraph (1)(ii) and (iii) of this subsection.

(i) Payment by employer or other party; payments for adults residing in foster care homes or in home of parent or guardian. —

(1) An employer or other party may pay for the costs borne by the employee or other individual under subsection (h) of this section.
(2) The local department shall reimburse:

(i) an adult residing in a foster care home for the costs borne by the individual under subsection (h) of this section; and

(ii) an individual described in subsection (c)(7)(ii) of this section for the costs borne by the individual under subsection (h) of this section.


**Md. FAMILY LAW Code Ann. § 5-562 (2014)**

§ 5-562. Printed statement

(a) Application.--

(1) On or before the 1st day of actual employment, an employee shall apply to the Department for a printed statement.

(2) On or before the 1st day of actual operation of a facility identified in § 5-561 of this subtitle, an employer shall apply to the Department for a printed statement.

(3) (i) Before an individual may be approved to provide or to continue providing informal child care, as defined in child care subsidy regulations adopted under Title 13A of the Code of Maryland Regulations, the individual shall apply to the Department for a printed statement.

(ii) An individual who was approved before January 1, 2014, to provide informal child care and who intends to continue providing informal child care on or after that date has until June 30, 2014, to apply to the Department for a printed statement.

(4) Within 5 days after a local department places a child who is committed to the local department with an adult relative, an individual identified in § 5-561(c) or (e) of this subtitle shall apply to the Department for a printed statement.

(b) Information accompanying application.-- As part of the application for a criminal history records check, the employee, employer, and individual identified in § 5-561(c), (d), (e), or (f) of this subtitle shall submit:

(1) except as provided in subsection (c) of this section, a complete set of legible fingerprints at any designated State or local law enforcement office in the State or other location approved by the Department;

(2) the disclosure statement required under § 5-563 of this subtitle; and

(3) payment for the costs of the criminal history records check.
(c) Waiver of fingerprint requirement. -- The requirement that a complete set of legible fingerprints be submitted as part of the application for a criminal history records check may be waived by the Department if:

1. the application is submitted by a person who has attempted to have a complete set of fingerprints taken on at least 2 occasions;

2. the taking of a complete set of legible fingerprints is not possible because of a physical or medical condition of the person's fingers or hands;

3. the person submits documentation satisfactory to the Department of the requirements of this subsection; and

4. the person submits the other information required for a criminal history records check.


§ 5-563. Prior criminal offenses

As part of the application process for a criminal history records check, the employee, employer, and individual identified in § 5-561(c), (d), (e), or (f) of this subtitle 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.

Federal Criminal History Checks

Frequently Asked Questions

1. Does the FBI accept personal checks, business checks, or cash?

No. Do not send personal checks, business checks, or cash, as they are not an acceptable form of payment for Departmental Order (DO) requests. Personal or business checks submitted with a DO request will not be returned. The CJIS Division will destroy the monetary instrument and will provide the customer a letter explaining why the monetary instrument could not be used.

2. Can someone else pay for my Criminal History Summary?

Yes. They must complete the Credit Card Payment Form with the cardholder’s signature or obtain a money order or certified check for $18 U.S. dollars made payable to the Treasury of the United States. Please be sure to sign where required.

3. Do you have procedures for expeditious handling?

No. The CJIS Division does not expedite requests; however, an expedited response may be provided by an FBI-approved Channeler.

4. Where can I get my fingerprints taken?

If submitting directly to the FBI, your local, county, or state law enforcement agencies may take your fingerprints for a fee. Also, some printing companies offer this service; check the yellow pages in your telephone book or search online.

If using the Channeler option, please contact the FBI-approved Channeler for information on how to get your fingerprints taken.

5. What if my fingerprints are continuously rejected?

Have multiple sets of fingerprints taken, preferably by a fingerprinting technician. (This service may be available at a law enforcement agency). Mail all fingerprint forms to the CJIS Division with your request. For more information on taking legible fingerprints, refer to the Recording Legible Fingerprints brochure.

Note: The FBI does not provide name checks for DO requests.

6. Can I use the fingerprint card I download from this site?

Yes, but if you go to a law enforcement agency or private fingerprinting agency to be fingerprinted, they may prefer to use a fingerprint card on standard card stock. You may use the fingerprint card provided by the printing agency.

7. Can I use the same fingerprint card I used for my previous Criminal History Summary?
No. The FBI requires a current fingerprint card to process your Criminal History Summary.

8. Will my fingerprint card be returned?

No. Due to concerns related to the protection of personally identifiable information, fingerprint cards are no longer being returned either for a “no summary” response or with a Criminal History Summary.

9. How will my Criminal History Summary be sent back to me?

The FBI will return all results, both foreign and domestic, by U.S. First-Class Mail via the United States Postal Service.

10. How do I notify the FBI if my address has changed since I submitted my request for my Criminal History Summary or if I want to verify my correct address was submitted?

Please complete and sign the Address Change Request Form and fax it to (304) 625-9792, or scan the form and e-mail it to liaison@leo.gov.

Note: Changes will not be made unless a signature is present on the form.

11. Does the FBI provide apostilles*?

(*An apostille is a certification that a document has been “legalized” or “authenticated” by the issuing agency through a process in which various seals are placed on the document.)

The CJIS Division will authenticate all U.S. Department of Justice Order 556-73 fingerprint search results by placing the FBI seal and the signature of a division official on the results at the time of submission. Note: The FBI seal is no longer a raised seal. Documents authenticated by the FBI may then be sent to the U.S. Department of State by the requestor to obtain an apostille if necessary. Requests to authenticate previously processed results will not be accepted. Note: If a Channeler will be used and an authentication (apostille) is needed, please contact the Channeler to determine if this service is provided.

12. How do I challenge my FBI record?

Review the Challenge of a Criminal History Summary to obtain information regarding your FBI Criminal History Summary.

13. How can law enforcement entities request certified copies of fingerprints and/or Criminal History Summary information?

Visit the Certified Copies of Fingerprint and/or Criminal History Summaries page to obtain information on requesting certified copies of fingerprints and/or Criminal History Summary information by law enforcement entities.

Note: An individual cannot request a certified copy of fingerprints and/or Criminal History Summary information.
Maryland Criminal History Checks

Q1. What is the status of my background check?

You can find out the status of your background check by calling Customer Service at (410) 764-4501 or toll free at 1-888-795-0011. Be prepared to provide the Reference Number or Social Security Number in order for the status to be checked. Only the subject of the background check or authorized requestor may make inquiries.

Q2. How long does it take to complete a background check?

When the application is received it is reviewed to insure that all required information is present. Application fees are accounted for, demographic data is entered, the fingerprint search is conducted, and a return response (with results of the background check) is prepared, reviewed, and mailed to the requestor. In most cases result of the state background check is mailed out in less than 10 working days from receipt of the initial approved application.

Q3. How much does a background check costs?

- Combined Maryland and Federal - Background Check $37.25 (Must have an agency authorization number to process request)
- Combined Maryland and Federal - Volunteer Check $33.25 (Must have an agency authorization number to process request)
- “Gold Seal” Background Check $19.00
- Individual Review - Maryland Only $18.00
- Maryland Mentor $15.25
- Maryland Background Check $18.00

Note: An additional $20.00 charge for fingerprinting at CJIS and Motor Vehicle Administration Sites.

Q4. Do you take credit cards?

Yes. Credit cards are accepted, personal checks or money orders may be used to pay for background checks. Cash payments are not accepted.

Q5. Can I obtain the necessary forms I need for a background check prior to being fingerprinted?

If you are being fingerprinted for employment purposes, you need to obtain a form (CJIS Form 015) from your employer.

If you are being fingerprinted for reasons other than employment (Examples: adoption, immigration, visa, individual review, etc.) you’ll be provided the appropriate card at the time of fingerprinting.

You may also request a card by calling CJIS Customer Service Line on (410) 764-4501 or toll free 1-888-795-0011 between the hours of 8 am. To 5 pm. Monday thru Friday.
Q6. Can I request a background check on someone else?

No. The Maryland Security and Privacy Act and the Code of Maryland Annotated Regulations (COMAR) prohibit backgrounds checks being performed on citizens without proper authorization.

Q7. How do I clear my name if someone else is using my name?

Because of the unique circumstances of each request, please contact CJIS Customer Service by phone at (410) 764-4501 or toll free 1-888-795-0011 and explain your situation.

Q8. Is my background information public information?

No, all information gathered and possessed by Criminal Justice Information System - Central Repository (CJIS) is kept secure and is not available to the public without proper authorization.

Q9. Can I request a background check on myself?

Yes. It is a two part process. First, you must submit the CJIS 015 Form to the CJIS - Central Repository, along with a check or money order for $18.00 for a request for an Individual Review Background Check.

In order to conduct a nationwide Background Check on yourself contact the FBI through www.fbi.gov click on "Stats and Services" then click on "Background Checks".

Q10. How do I request a background check on my employee?

To initiate a background check on employees, complete the “Private Party Petition Packet” or General Registration Form, then fax to (410) 653-5690 or 6320, or mail to: CJIS Authorization Administrator, Post Office Box 32708, Pikesville, Maryland 21282-2708. Upon approval you may then request criminal history record information on the potential employee.

Q11. I received a background check on my employee but I didn’t learn what they were charged with. How do I find this information?

State of Maryland background checks disclose the crimes committed. FBI background checks do not disclose specific crimes committed.

Q12. Is it possible to have a background check done on the same day?

Same day state background checks are possible only in extreme, verifiable situations. This type of request can be made only in-person at the CJIS location at 6776 Reisterstown Rd. Suite 102, Baltimore, Maryland 21215. Be prepared to present valid documentation to justify your request.

Q13. How can I get an FBI background check?

FBI background checks can only be done for authorized reasons based on state statute. Individuals cannot initiate FBI background checks/ for personal reason you may go to www.FBI.gov click on stats and services then background.
Q14. How do I obtain a copy of my court disposition?

In order to obtain a copy of your court disposition you must contact the court that heard your case (i.e. The Circuit Court for Baltimore County) or go to the Maryland Judiciary Case Search Website http://casesearch.courts.state.md.us/inquiry/inquiry-index.jsp.

Q15. How do I find court case numbers?

In order to find out a case number you must contact the court that heard the case (i.e. The Circuit Court for Baltimore County) or go to the Maryland Judiciary Case Search Website http://casesearch.courts.state.md.us/inquiry/inquiry-index.jsp.

Q16. Where do I get my security clearance cards?

Contact information (411) for the Maryland State Police Licensing section, look through the local yellow pages under the state government listings or visit the State Police office in person to information about obtaining the security clearance card.

Q17. Do you have the phone numbers and addresses of the police departments?

Phone numbers and addresses for police departments can be found in the phone book in the government pages or in our web page links.

Q18. Is driving while intoxicated (DUI) on my criminal record?

Some MVA charges are part of your criminal information, for clarification contact MVA toll free 1-800-950-1682

Q19. I received a rejection letter with D5 on it. What does this mean?

D5 is one of several “Rejection Codes” you may receive in a rejection letter. The description of the rejection code immediately follows the alphanumeric code. This code means the quality of the fingerprint characteristics is too low to be used. You must send in another set of fingerprints to continue with the process of your background check.

Q20. What does the highlighted field on a rejected document mean?

Highlighted fields are used to draw your attention to the area of the application form that needs correction or additional information on state cards. Checks (v) are used for this purpose on FBI cards.
Fingerprinting

Q1. Where do I go to get fingerprinted?

The Department of Public Safety and Correctional Services has agreements with authorized private contractors at more than twenty locations throughout the state. The State of Maryland also operates six locations. You may go to our website www.dpcs.maryland.gov click on fingerprinting services for locations.

Some local law enforcement agencies also provide fingerprinting services. Follow these links for more information regarding your local State Police Barracks, local Police Departments or Sheriff’s Departments.

Note: Please call the location to inquire about their fee, days, and times or obtaining fingerprints.

Q2. What are the business hours for having fingerprints done?

Follow this link to learn where authorized fingerprinting services are located throughout the State. There are many convenient locations and times available.

The CJIS Fingerprinting Office is located at 6776 Reisterstown Road, 1st Floor, Suite 102, and Baltimore, Maryland 21215 is open:

- Monday, Tuesday, Wednesday, and Friday, 8:30 a.m. – 5:00 p.m.
- Thursday 8:30 a.m. until 6:30 p.m.
- 1st and 3rd Saturday of each month from 8:30 a.m. – 4:00 p.m.

Q3. Why do I have to be fingerprinted?

Certain occupations are required by law to have fingerprint supported record checks (Example: child care providers, Public Service Commission)

Private employers may also require a fingerprint supported record check, but law may not require it.

Q4. I have previously had my fingerprints taken. Can they be used again or do I have to have my fingerprints taken again?

State law requires fingerprints be taken for each requested background check.

Q5. What forms of payment are allowed?

Money orders, personal checks, and credit cards are accepted. We accept Master, Visa and Discover. Credit cards cannot be used over the phone and the writer of the check must be present. Cash is not accepted.
Mobile Fingerprinting Services / Fingerprinting Courses

Commercial Fingerprinting Services (Private Providers)

Private providers are authorized by \textit{COMAR Regulation 12.15.05} to submit fingerprints directly to the Maryland Criminal Justice Information System for the purpose of obtaining criminal history record checks. Criminal history record information obtained under this program is mailed directly to you or the agency(s) of your choice. No information regarding your criminal history is given to the private provider. In addition to the fees required by the State of Maryland for criminal history record checks the private provider will collect an additional service fee as determined by the provider. The following list of private providers is published for your convenience and should not be considered an endorsement of any particular provider by the State of Maryland:

<table>
<thead>
<tr>
<th>PRIVATE PROVIDERS</th>
<th>ADDRESS</th>
<th>PHONE</th>
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<tbody>
<tr>
<td>3M Cogent Fingerprinting Services</td>
<td>Central Services Building</td>
<td>410.777.2440</td>
</tr>
<tr>
<td>c/o Anne Arundel County Community College</td>
<td>101 College Parkway Arnold, Maryland</td>
<td></td>
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<tr>
<td>Department of Public Safety</td>
<td>21012</td>
<td>x106</td>
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<tr>
<td>3M Cogent Fingerprinting Services</td>
<td>1235 Pemberton Dr. Salisbury, MD</td>
<td>410.341.0307</td>
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<tr>
<td>c/o Bay Shore Services, Inc.</td>
<td>21801</td>
<td></td>
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<tr>
<td>3M Cogent Fingerprinting Services</td>
<td>4300 Forbes Blvd. Suite 220</td>
<td>301.702.7200</td>
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<tr>
<td>Main-One (M-1) Solutions, Inc</td>
<td>Lanham, MD 20706</td>
<td></td>
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<tr>
<td>3M Cogent Fingerprinting Services</td>
<td>6100 Jost Street Fairmount Heights,</td>
<td>301.883.9472</td>
</tr>
<tr>
<td>c/o Fairmount Heights Police Department</td>
<td>MD 20743</td>
<td></td>
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<tr>
<td>3M Cogent Fingerprinting Services</td>
<td>8380 Colesville Road Suite 100-b</td>
<td>877.467.9215</td>
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<tr>
<td>c/o Securitas Security Services</td>
<td>Silver Springs, MD 20910</td>
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<tr>
<td>3M Cogent Fingerprinting Services</td>
<td>821 E. Baltimore St. Baltimore, MD</td>
<td>410.800.8844</td>
</tr>
<tr>
<td>c/o Executive Security Investigations Group</td>
<td>21202</td>
<td></td>
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<tr>
<td>911 Security &amp; Investigations, LLC</td>
<td>850 Sligo Avenue #502D</td>
<td>301.755.6138</td>
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<tr>
<td>Absolute Investigative Service</td>
<td>Silver Springs, MD 20910</td>
<td></td>
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<tr>
<td>Absolute Investigative Services, Inc.</td>
<td>604 E. Joppa Road Towson, MD 21286</td>
<td>410.828.6460</td>
</tr>
<tr>
<td>Absolute Investigative Services, Inc.</td>
<td>139 N. Main Street #103 Bel Air, MD</td>
<td>410.420.6923</td>
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<tr>
<td>Allied Barton Security Services</td>
<td>7939 Honeygo Blvd. Suite 203</td>
<td>410.931.5061</td>
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<td></td>
<td>Nottingham, MD 21236</td>
<td>(by appointment only)</td>
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<tr>
<td>All American Protective Services, LLC</td>
<td>6701 Democracy Blvd. Suite 110</td>
<td>301.296.4499</td>
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<tr>
<td>All American Protective Services, LLC</td>
<td>12501 Prosperity Drive Suite 200</td>
<td>240.670.7952</td>
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<tr>
<td>All American Protective Services, LLC</td>
<td>7361 Calhoun Place Suite 485</td>
<td>301.296.4499</td>
</tr>
<tr>
<td>American Fingerprinting Services</td>
<td>7272 Wisconsin Avenue Suite 300</td>
<td>301.941.1916</td>
</tr>
<tr>
<td>Apex Investigative Services</td>
<td>1916 Crain Hwy S. Ste. 11</td>
<td>410.590.3700</td>
</tr>
<tr>
<td>Biometrics Identity Verification System</td>
<td>5010 Sunnyside Avenue #300 Beltsville, Maryland 20705</td>
<td>301.477.3210</td>
</tr>
<tr>
<td>Biometrics Identity Verification System</td>
<td>6214 Reisterstown Road Baltimore, MD 21215</td>
<td>443.213.8245</td>
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<tr>
<td>Broadway Services, Inc.</td>
<td>3709 E. Monument St. BALTIMORE, MARYLAND 21205</td>
<td>410.563.6949</td>
</tr>
<tr>
<td>E House Executive Security Professionals, Inc</td>
<td>4710 Auth Pl Suite 420 Suitland, MD 20746</td>
<td>301.899.2828</td>
</tr>
<tr>
<td>Elite People Protective Services</td>
<td>5602 Baltimore National Pike Catonsville, MD 21228</td>
<td>410.788.0111</td>
</tr>
<tr>
<td>Essential Support Services</td>
<td>2028 Liberty Road, Suite 200 Eldersburg, MD 21784</td>
<td>443.223.2080</td>
</tr>
<tr>
<td>FYI Fingerprints</td>
<td>3696 Park Avenue Ellicott City, MD 21043</td>
<td>410.418.4657</td>
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<tr>
<td>Grand Mission Consult</td>
<td>7515 Annapolis Rd #203 Hyattsville, MD 20784</td>
<td>301.429.0525</td>
</tr>
<tr>
<td>Hughes Barney Investigations</td>
<td>9315 Largo Drive West Suite 210 Largo (Upper Marlboro), MD 20774</td>
<td>301.333.1728</td>
</tr>
<tr>
<td>Inquiries, Inc.</td>
<td>129 N. West Street Easton, MD 21601</td>
<td>866.987.3767</td>
</tr>
<tr>
<td>Inquiries, Inc. c/o Pinkerton</td>
<td>11019 McCormick Rd Ste 200 Hunt Valley, MD 21031</td>
<td>800.635.1649</td>
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<td>PRIVATE PROVIDERS</td>
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<tr>
<td>MorphoTrust USA (L-1) c/o ABOCO Investigations</td>
<td>10545 Friendship Road Berlin, MD 21811</td>
<td>877.467.9215</td>
</tr>
<tr>
<td>MorphoTrust USA (L-1) c/o BITHGROUP Technologies</td>
<td>113 Monument Street Baltimore, MD 21201</td>
<td>877.467.9215</td>
</tr>
<tr>
<td>MorphoTrust USA (L-1) c/o Securitas Security Services</td>
<td>1101 Opal Court Suite 211 Hagerstown, MD 21740</td>
<td>877.467.9215</td>
</tr>
<tr>
<td>MorphoTrust USA (L-1) c/o Securitas Security Services</td>
<td>7004 Security Boulevard Suite 200 Baltimore, MD 21244</td>
<td>877.467.9215</td>
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<tr>
<td>Maryland Livescan, Inc.</td>
<td>The Empire Towers Building 7310 Ritchie Hwy. Suite 610 Glen Burnie, MD 21061-3290</td>
<td>410.761.6700</td>
</tr>
<tr>
<td>Mid-Atlantic Regional Investigations, LLC</td>
<td>1202 West Street Annapolis, MD 21401</td>
<td>888.320.7775</td>
</tr>
<tr>
<td>Optimal Health Care</td>
<td>6 West Washington Street Hagerstown, MD 21740</td>
<td>301.790.4962</td>
</tr>
<tr>
<td>Positive I.D., Inc.</td>
<td>103 Sudbrook Lane #4 Pikesville, MD 21208</td>
<td>410.602.2479</td>
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<tr>
<td>Prevent First</td>
<td>3710 Riviera Street #1A Temple Hills, MD 20748</td>
<td>301.423.5414</td>
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<tr>
<td>Qualls Security &amp; Investigations</td>
<td>205 E. Main St Elkton, MD 21921</td>
<td>410.398.4444</td>
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<tr>
<td>Quick Fingerprints</td>
<td>11605 Crossroads Circle Suite F Middle River, MD 21220</td>
<td>855.463.7226</td>
</tr>
<tr>
<td>Renoxx Group, LLC</td>
<td>ID Solutions 9500 Annapolis RD Suite B2 Lanham, MD 20706</td>
<td>301.850.1148</td>
</tr>
<tr>
<td>Scotty’s Investigations, Inc.</td>
<td>515 Regina Avenue Cumberland, MD 21502</td>
<td>301.777.0232</td>
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<tr>
<td>Securpros</td>
<td>9300 Annapolis Road #103 Lanham, MD 20706</td>
<td>301.459.8322</td>
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<tr>
<td>Thomas Security</td>
<td>1325 Mt. Hermon Road Salisbury, MD 21804</td>
<td>410.548.5029</td>
</tr>
<tr>
<td>Three Brothers</td>
<td>3061 Frederick Avenue Baltimore, MD 21223</td>
<td>410.566.9112</td>
</tr>
<tr>
<td>United Security &amp; Communications, Inc.</td>
<td>5415 Southern Maryland Blvd. Wayson’s Corner (Lothian), MD 20711</td>
<td>301.952.8724</td>
</tr>
<tr>
<td>Worth-A-Shot, Inc.</td>
<td>8424 Veterans Highway #5 Millersville, MD 21108</td>
<td>443.688.6521</td>
</tr>
</tbody>
</table>
State Identification Bureau Listing

Alabama
Alabama Bureau of Investigation
Department of Public Safety
Post Office Box 1511
Montgomery, AL 36102-1511
(334) 353-1100

Arizona
Arizona Department of Public Safety
Post Office Box 6638 Mail Drop 1170
Phoenix, AZ 85005-6638
(602) 223-2000

California
Bureau of Criminal Information and Analysis
California Department of Justice
Room G-118
4949 Broadway
Sacramento, CA 95820-1528
(916) 227-3849
appagencyquestions@doj.ca.gov

Connecticut
Criminal Justice Information Systems
Department of Emergency Services and Public Protection
Connecticut State Police
1111 Country Club Road
Middletown, CT 06457-9294
(860) 685-8190

District of Columbia
Fingerprint Analysis Branch
Metropolitan Police Department
Room 4056
300 Indiana Avenue, NW
Washington, D.C. 20001
(202) 727-4081

Florida
Criminal Justice Information Services
Florida Department of Law Enforcement
Post Office Box 1489
Tallahassee, FL 32302-1489
(850) 410-7100

Georgia
Georgia Crime Information Center
Georgia Bureau of Investigation
3121 Panthersville Road
Decatur, GA 30037-0808
(404) 270-8403

Alaska
Criminal Records and Identification Bureau
Department of Public Safety
5700 East Tudor Road
Anchorage, AK 99507-1225
(907) 269-57677

Arkansas
State Identification Bureau
Arkansas State Police
One State Police Plaza Drive
Little Rock, AR 72209
(501) 618-8500

Colorado
Colorado Bureau of Investigation
690 Kipling Street, Suite 3000
Denver, CO 80215-5825
(303) 239-4201

Delaware
Delaware State Bureau of Identification
Post Office Box 430
Dover, DE 19903-0430
(302) 672-5300

Hawaii
Hawaii Criminal Justice Data Center
Department of the Attorney General
Room 102, Kekuanao’a Building
465 South King Street
Honolulu, HI 96813-2911
(808) 587-3110
State Identification Bureau Listing

Idaho
Idaho State Police
Bureau of Criminal Identification
700 South Stratford Drive, Suite 120
Meridian, ID 83642-6251
(208) 884-7136

Indiana
Records Division
Indiana State Police
Indiana Government Center, North
100 North Senate Avenue, RM# N301
Indianapolis, IN 46204
(317) 232-8265

Kansas
Information Services Division
Kansas Bureau of Investigation
1620 Southwest Tyler Street
Topeka, KS 66612-1837
(785) 296-8200

Louisiana
Bureau of Criminal Identification and Information
Office of State Police
Louisiana Department of Public Safety and Corrections
Post Office Box 66614 Mail Slip A-6
Baton Rouge, LA 70896-6614
(225) 925-6096

Maryland
Criminal Justice Information Systems
Central Repository
Maryland Department of Public Safety & Correctional Services
Post Office Box 32708
Pikesville, MD 21282-2708
(410) 764-4501

Michigan
Science, Technology, and Training Bureau
Michigan State Police
Post Office Box 30634
Lansing, MI 48909-0634
(517) 332-2521

Illinois
Bureau of Identification
Illinois State Police
260 North Chicago Street
Joliet, IL 60432-4075
(815) 740-5160

Iowa
Iowa Department of Public Safety
Division of Criminal Investigation
215 East Seventh Street
Des Moines, IA 50319-0045
(515) 725-6010

Kentucky
Criminal Identification and Records Branch
Kentucky State Police
1250 Louisville Road
Frankfort, KY 40601-1907
(502) 227-8700

Maine
Maine State Bureau of Identification
45 Commerce Drive, SHA42
Augusta, ME 04333-0042
(207) 624-7200

Massachusetts
Crime Lab
Massachusetts State Police
59 Horse Pond Road
Sudbury, MA 01776
(508) 358-3212

Minnesota
Minnesota Justice Information System
Minnesota Department of Public Safety-BCA
1430 Maryland Avenue East
Saint Paul, MN 55106
(651) 793-2400
<table>
<thead>
<tr>
<th>State</th>
<th>Agency</th>
<th>Office Address</th>
<th>City, State Zip Code</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Mississippi</td>
<td>Mississippi Criminal Information Center</td>
<td>Mississippi Department of Public Safety</td>
<td>Jackson, MS 39205-0958</td>
<td>(601) 933-2600</td>
</tr>
<tr>
<td>Montana</td>
<td>Investigative Support Bureau</td>
<td>Montana Department of Justice</td>
<td>Helena, MT 59620-1417</td>
<td>(406) 444-9759</td>
</tr>
<tr>
<td>Nevada</td>
<td>Records and Technology Division</td>
<td>Nevada Department of Public Safety</td>
<td>Carson City, NV 89706</td>
<td>(775) 684-6262</td>
</tr>
<tr>
<td>New Jersey</td>
<td>State Bureau of Identification</td>
<td>New Jersey State Police</td>
<td>West Trenton, NJ 08628-0068</td>
<td>(609) 882-2000</td>
</tr>
<tr>
<td>New York</td>
<td>Record Review Unit</td>
<td>Office of Criminal Justice Operations</td>
<td>New York State Division of Criminal Justice Services</td>
<td>(518) 485-7675</td>
</tr>
<tr>
<td>North Dakota</td>
<td>Bureau of Criminal Investigation</td>
<td>North Dakota Office of the Attorney General</td>
<td>Bismarck, ND 58502-1054</td>
<td>(701) 328-5500</td>
</tr>
<tr>
<td>Missouri</td>
<td>Criminal Justice Information Services Division</td>
<td>Missouri State Highway Patrol</td>
<td>Jefferson City, MO 65102-9500</td>
<td>(573) 526-6153</td>
</tr>
<tr>
<td>Nebraska</td>
<td>Criminal Identification Division</td>
<td>Nebraska State Patrol</td>
<td>Lincoln, NE 68509-4907</td>
<td>(402) 471-4545</td>
</tr>
<tr>
<td>New Hampshire</td>
<td>Law Enforcement Records Bureau</td>
<td>New Hampshire Department of Safety</td>
<td>33 Hazen Drive</td>
<td>(603) 223-8402</td>
</tr>
<tr>
<td>New Mexico</td>
<td>North Carolina State Bureau of Investigation</td>
<td>North Carolina State Bureau of Investigation</td>
<td>Raleigh, NC 27626-0500</td>
<td>(919) 662-4509</td>
</tr>
<tr>
<td>Ohio</td>
<td>Ohio Bureau of Criminal Identification and Investigation</td>
<td>Post Office Box 365</td>
<td>London, OH 43140-0365</td>
<td>(740) 845-2000</td>
</tr>
</tbody>
</table>
State Identification Bureau Listing

Oklahoma
Criminal Identification Section
Oklahoma State Bureau of Investigation
6600 North Harvey
Oklahoma City, OK 73116-7910
(405) 848-6724

Pennsylvania
Operational Records Division
Bureau of Records and Identification
Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, PA 17110
(717) 783-5599

South Carolina
Criminal Justice Records Section
South Carolina Law Enforcement Division
Post Office Box 21398
Columbia, SC 29221-4012
(803) 737-9000

Tennessee
Records and Identification Section
Tennessee Bureau of Investigation
901 RS Gass Boulevard
Nashville, TN 37216-2639
(615) 744-4000

Utah
Bureau of Criminal Identification
Utah Department of Public Safety
Post Office Box 148280
Salt Lake City, UT 84114-8280
(801) 965-4939

Virginia
Criminal Justice Information Services
Virginia State Police
Post Office Box 27472
Richmond, VA 23261-7472
(804) 674-2000

Oregon
Identification Services Section
Oregon State Police
Building C
3772 Portland Road, Northeast
Salem, OR 97301
(503) 378-3070

Rhode Island
Bureau of Criminal Identification
Department of Attorney General
150 South Main Street
Providence, RI 02903
(401) 274-4400

South Dakota
South Dakota Division of Criminal Investigation
Mickelson Criminal Justice Center
1302 East Highway 14, Suite 5
Pierre, SD 57501-5070
(605) 773-3331

Texas
Crime Records Service
Texas Department of Public Safety
Post Office Box 4143
Austin, TX 78765-4143
(512) 424-2590

Vermont
Vermont Criminal Information Center
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101
(802) 244-8727

Washington
Criminal Records Division
Washington State Patrol
Post Office Box 42619
Olympia, WA 98504-2619
(360) 534-2000
State Identification Bureau Listing

West Virginia
West Virginia State Police
725 Jefferson Road
South Charleston, WV 25309-1698
(304) 746-2100

Wyoming
Criminal Justice Information Section
Wyoming Division of Criminal Investigation
208 South College Drive
Cheyenne, WY 82007
(307) 777-7181

Puerto Rico
Technical Services Bureau
Police of Puerto Rico
G.P.O. Box 70166
San Juan, PR 00936
(787) 793-1234

Wisconsin
Crime Information Bureau
Wisconsin Department of Justice
Post Office Box 2718
Madison, WI 53701-2718
(608) 264-6207

Guam
Marshal Division
Guam Judicial Center
120 West O'Brien Drive
Hagatna, GU 96910
(671) 475-3315

U.S. Virgin Islands
National Criminal History Improvement Program
Law Enforcement Planning Commission
8172 Sub Base, Suite #3
Saint Thomas, VI 00802-5803
(340) 774-6400
Fingerprinting Location Listing for West Virginia

Locations are subject to change without notice.

**Site Directions Hours**

**Beckley**
On-Site In-Home Drug Testing
351 Prosperity Road
Beckley, WV 25801

**Heading North on US-19**
1. Head northwest on US-19 N/W Virginia 16 N/Robert C Byrd Dr.
2. Take left onto Co. Route 19/5/Prosperity Rd.
3. In 0.6 miles the destination will be on the left.

**Heading South on US-19 from Crossroads Mall**
1. Turn right on Robert C Byrd Dr.
2. In 0.2 miles, take first right onto Prosperity Rd.
3. In 0.9 miles the destination will be on the right.

Map Monday - Friday
9:30am - 4:30pm

**Bridgeport**
Hampton Inn
1515 Johnson Avenue
Bridgeport, WV 26330

**From Clarksburg:**
3. Take the CR-24/Meadowbrook Rd. exit; EXIT 121.
4. Turn right onto CR-24/Johnson Ave.
5. Hotel is on the right.

Tuesday - Thursday
9:00am - 1:00pm
2:00pm - 4:00pm

**Buckhannon**
Central WV Aging Services
8 North Spring Street
Buckhannon, WV 26201

**Heading West on US-33**
1. Take the US-119 N/W Virginia 20 exit toward Buckhannon/Philippi/WV Wildlife Ctr.
2. Turn left onto W Virginia 20S.
3. Turn left onto W Main St.
4. Take the 2nd left onto N Spring St. Destination will be on the left.
 headed East on US-33
1. Take the US-119 N/W Virginia 20 N exit toward Buckhannon/Philippi.
2. Turn right onto W Virginia 20 S.
3. Turn left onto W Main St.
4. Take the 2nd left onto N Spring St. Destination will be on the left.

Monday - Friday
8:30am - 3:30pm

Elkins
Ultra Care LLC
598 Harrison Ave
Elkins, WV 26241 1.

3. Take a slight right toward W. Virginia 92 S.
4. Continue straight onto W. Virginia 92 S,. the facility will be on the right.

Additional Info:
The site is across the street from NAPA Auto Parts (big blue building); on Northeast corner of Harrison Ave. & Hwy 33/Randolph Ave. Parking and front door entrance in the rear (if coming from Hwy 33, once on Harrison Ave. make left on first small street/alley).

Monday - Thursday
10:00am - 12:00pm
1:00pm - 5:00pm

Fairmont
Marion County Senior Citizens
105 Maplewood Drive
Fairmont, WV 26554

2. There are grey and red townhomes on the right, after the intersection.
3. Continue down Maplewood Drive, the site will be on the left.

2. There are grey and red townhomes on the left, before the intersection.
3. Continue down Maplewood Drive, the site will be on the left.

The building has a large white steeple.

Every other Monday
10:00am - 1:00pm
2:00pm - 4:00pm

Please check schedule for available dates.

Hamlin
Lincoln County
Opportunity Company
360 Main Street
Hamlin, WV 25523

1. Located between Lynn Ave & Court Ave.
2. Traveling north on Main st, the site is on the right.
3. There is parking on the right before building.

Every other Monday
9:00am - 12:00pm
12:30pm - 4:00pm

Please check schedule for available dates.

Huntington
Denning Industrial Park
4510 Terrace Ave
Huntington, WV 25705

Traveling I-64 E towards Charleston:
1. Take Exit 15 for US-60 W.
2. Turn left onto US-60 W/Midland Trail.
3. Turn right onto 5th St.
4. After crossing over the railroad tracks, the location is the first building on the left.

Traveling I-64 W toward Huntington:
1. Take Exit 15 onto US-60 W.
2. Turn right onto 5th St.
3. After crossing over the railroad tracks, the location is the first building on the left.

Monday - Wednesday
9:00am - 12:00pm
1:00pm - 5:00pm

Keyser
Morphotrust
196 North Tornado Way
Potomac Plaza
Suite 11
Keyser, WV 26726

Heading South on Route 220
1. Make an immediate right after passing the Wal-Mart parking lot BEFORE passing Ace Hardware.
2. The road will lead to a strip mall.
3. The Enrollment Center is located at the left corner of the strip mall, Suite 11.

Heading North on Route 220
1. Make a left into the strip mall after passing Ace Hardware on the left BEFORE passing Wal-Mart.
2. The road will lead to a strip mall.
3. The Enrollment Center is located at the left corner of the strip mall, Suite 11.

The office is to the left of the fitness club.

Every Friday
9:00am - 1:00pm
2:00pm - 5:00pm

Kingwood
Preston County
Senior Citizens, Inc.
108 Senior Center Drive
Kingwood, WV 26537
Heading NW on Piedmont make a right on Clary street:
1. There is a white house on the right at the Heading west of E Main St.
2. Pass by the Chevrolet Auto dealer on the right.
3. Make a right when NAPA Auto parts is on the left.
4. There is a blue sign on the right. Senior Center Drive may be unmarked.

Heading east on E Main Street:
1. Make a left when NAPA Auto Parts is on the right.

Last Wednesday of the month
9:00am - 12:00pm
12:30pm - 4:00pm

Please check schedule for available dates.

Martinsburg Winchester
Martinsburg Shopping Plaza
615 Winchester Ave
Martinsburg, WV 25401

From South:
1. Take I-81 North towards Martinsburg.
2. Take exit 12 for W Virginia 45 toward Winchester Ave/W Virginia 9.
3. Turn right onto WV-45 E/Apple Harvest Dr.
4. Turn left onto US-11 N/Winchester Ave.
5. Office will be on the left in the shopping plaza.

From North:
1. Take I-81 South to Roanoke.
2. Take exit 13 toward W Virginia 15/King St/Downtown.
3. Turn left onto Co Route 15/Tuscarora Pike.

Monday - Friday
9:00am - 5:00pm

Morgantown
Pace Enterprise of WV Inc.
889 Mylan Park Lane
Morgantown, WV 26501

1. From I-79 Exit 155, then 2 miles west on Chaplin Hill Rd.
2. Turn right onto Mylan Park Ln. next building after Mylan Elementary. There is a large PACE sign out front.

Monday - Thursday
8:30am - 12:45pm
2:00pm - 4:00pm

Moundsville
Change, Inc.
700 First Street
Moundsville, WV 26041

From Wheeling:
2. Take the 1st right onto RW-2/Chapline St. Continue to follow W-2 S.
5. Turn right onto 1st St. Location is on the right.
Change Inc sits inside the Rev. William Byrd Center that sits between the American Legion and Francine Court Apartments. Applicants are to park on the street.

Monday, Thursday, and Friday
8:30am - 11:00am
Tuesday and Wednesday
8:30am - 3:00pm

**New Cumberland**
Hancock County Senior Services
647 Gas Valley Road
New Cumberland, WV 26047

**Directions from Weirton**
1. North on WV Route 2 through New Cumberland.
2. At intersection of WV Route 8 turn right and head up the hill.
3. Travel on Route 8 until passing Tomlinson Run State Park entrance on left.
4. Approximately 1/2 mile past the entrance, exit straight ahead onto Gas Valley Road.
5. Hancock County Senior Services is located just past Oak Glen High School on the left.

**Directions from Chester**
2. Travel to the top of the hill and merge right onto connector for WV Route 8, continuing onto WV Route 8.
3. Travel approximately 3 miles to the entrance to Oak Glen High and Middle School.

Monday, Wednesday, Thursday
9:00am - 4:00pm

**New Martinsville**
Wetzel County Committee on Aging
145 Paducah Drive
New Martinsville, WV 26155

**Traveling South from Moundsville:**
1. Take Route 2 South for 23 miles.
2. Turn left onto Co. Rd. 2/9/Paducah Dr.
3. Take road for 0.3 miles and destination will be on the left.

**Traveling North from Paden City**
1. Take Route 2 North for 8.4 miles.
2. Turn right onto Co. Rd. 2/9/Paducah Dr.
3. Take road for 0.3 miles and destination will be on the right.

Monday
9:00am - 12:00pm
1:00pm - 4:00pm

**Parkersburg**
SW Resources Inc.
1024 7th Street
Parkersburg, WV 26101

Site is right next to Penzoil and close to KFC.

Monday - Friday
8:30am - 12:00pm
1:00pm - 3:30pm
Petersburg
Potomac Highlands Guild
7 Mountain View Street
Petersburg, WV 26847

South From Moorefield
1. Travel US-220 to Petersburg.
2. Drive to the stop light in the middle of town and go straight through the light.
3. At the first intersection turn left (Mountain View St.) our office is on the left, parking lot on the right.

Traveling North from Franklin
1. Travel US-220 North to Petersburg.
2. Drive to the stop light in the middle of town and turn left.
3. At the first intersection turn left (Mountain View St.) our office is on the left, parking lot on the right.

Traveling South from State Route 42 or East from State Route 55
1. Drive through the stop light at the Exxon/Subway to the stop light in the middle of town.
2. At that light, turn right then take a left at the first intersection. Our office is on the left, parking on the right.

Every other Wednesday
9:00am - 12:00pm
1:00pm - 4:00pm

Please check schedule for available dates.

Point Pleasant
Pleasant Valley Nursing
And Rehab Center
640 Sandhill Road
Point Pleasant, WV 25550

1. Heading east on Sandhill Rd., make the first right after Pleasant Valley Nursing and Rehab Center sign on right.
2. Heading west on Sandhill Rd., make a left before passing the Pleasant Valley Nursing and Rehab Center sign on the left.

Entrance to enrollment station will be on the right side of the building.

Every other Friday
9:00am - 12:00pm
1:00pm - 4:00pm

Please check schedule for available dates.

Princeton
Community Connections Inc
215 South Walker Street
Princeton, WV 24740

Heading W on US-460
1. Make a right onto Ingleside Rd.
2. Turn left onto Stafford Dr.
3. Turn right onto S Walker St. Destination will be on the right.
4. Office is in a two story brick building located in South Walker Plaza.

Heading E on US-460
1. Make a left onto Ingleside Rd.
2. Turn left onto Stafford Dr.
3. Turn right onto S Walker St. Destination will be on the right.
4. Office is in a two story brick building located in South Walker Plaza. Map Monday, Wednesday, Friday
10:00am - 3:00pm

Roncoveverte
Mountain Heart Community Services Inc. Workforce WV
25 Red Oak Shopping Center
Roncoveverte, WV 24970

If traveling from the Roncoveverte area
1. Follow 219 North to Fairlea.
2. The Workforce center is at the top of Roncoveverte Hill, on the right, behind the Kroger the fuel station.

If traveling from the Alderson area
1. Follow Rt 63 toward Roncoveverte.
2. Turn left onto Davis Stuart Rd. and continue on this road until you pass the hospital on the left.
3. Davis Stuart Rd. merges with 219 South at the intersection in front of the hospital.
4. Follow 219 South, passing Kroger, Wendy's, and Magic Mart.
5. Turn right into the parking lot.
6. The Workforce center is on the left behind the Kroger fuel station.

Monday - Friday
9:00am - 4:00pm

South Charleston
MorphoTrust USA
38 River Walk Mall
South Charleston, WV 25303

From I-64 W to MacCorkle exit
1. Turn Right off exit, East bound on US-60/MacCorkle
2. Riverwalk Mall is 3/4 mi on the left, North Side of the Rd.
3. Enter the shopping center at the traffic light
4. Turn right then immediately turn left, the MorphoTrust space is next to the Electric Beach tanning salon.

The address comes up as 38 Riverside Drive on the GPS.

Monday - Friday
8:00am - 6:00pm

Stollings
Quality Drug Testing
4130 Hanging Rock Highway
Stollings, WV 25646

From Logan:
1. Take Rt. 10 towards Man.
2. After you pass Go Mart and Pizza Hut, turn right at the lights.
3. You will go over 2 sets of railroad tracks.
4. You will go past a Save Way gas station and car wash.
5. You will see an exit to Rum Creek Junction on the left.
6. Office is in a brown building directly across from where you exit to Rum Creek, on the right side of the road.

Monday - Friday
9:00am - 4:00pm

Summersville
Seneca Health Services, Inc.
804 Broad Street
Summersville, WV 26651

1. Located across the street from Pizza Hut.

Monday and Wednesday
9:00am - 11:30am
12:30pm - 4:00pm

Sutton
Central WV Aging Services Inc.
101 2nd Street
Sutton, WV 26601

From Charleston
1. From I-79 take Exit 62. Turn left at exit ramp.
2. Travel approximately 2 miles into Sutton. You will pass the Sutton Rite-Aid on the right. Continue straight until you see a brick church on the right.
3. You will turn right before you pass the church onto a brick road. The road will lead directly into a large parking lot. We are located on the second floor of City National Bank. Please enter through the back entrance and take the elevator to the second floor.

From Clarksburg
1. From I-79 take exit 67. Turn left at the exit ramp.

Every other Friday
9:00am - 12:00pm
12:30pm - 3:00pm

Please check schedule for available dates.

Welch
McDowell County
Commission on Aging
725 Stewart Street
Welch, WV 24801

1. Located near Central Ave. 104 mi from Charleston, WV Traveling on I-64 E to I-77 S
Last Thursday of the month
10:00am - 12:00pm
12:30pm - 4:00pm

Please check schedule for availability.