



## *Agenda*

<i>Remarks</i>	<i>Darlene Ham</i>
<i>Welcome /Overview</i>	<i>Richard Berger/ Andre Thomas</i>
<i>Medicaid Rehab</i>	<i>Betty Flint</i>
<i>Youth Advisory Board</i>	<i>Christina Drushel Williams</i>
<i>Governor's Office for Children</i>	<i>Patricia Arriaza</i>
<i>Finger Printing</i>	<i>Helen Murray-Miller</i>
<i>CPS Clearances Contacts</i>	<i>Helen Murray-Miller</i>
<i>Citrix</i>	<i>Lynn Wisner</i>
<i>Questions and Answers</i>	

# MARYLAND YOUTH ADVISORY COUNCIL (MYAC)

April 10, 2014  
April 17, 2014

Quarterly DHR Provider's Meetings

## 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

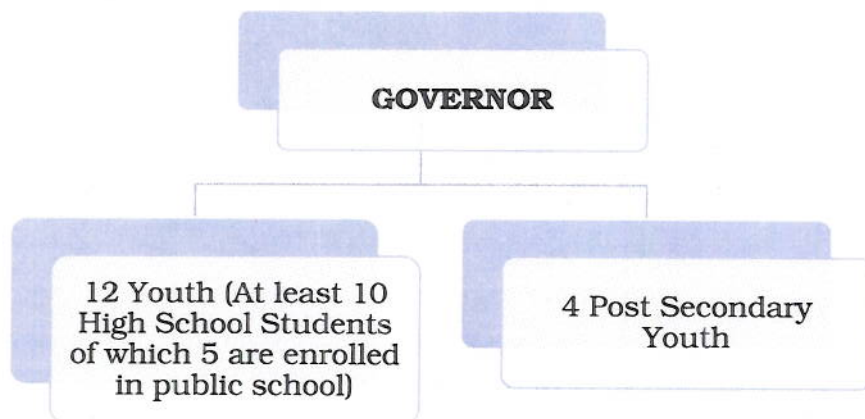
## Legislative Topics...

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>❑ Education</li> <li>❑ A Safe Learning Environment</li> <li>❑ Employment Opportunities</li> <li>❑ Strategies to Increase Youth Participation in Local and State Government</li> <li>❑ Health Care Access and Quality of Care</li> <li>❑ Substance Abuse and Underage Drinking</li> <li>❑ Emotional and Physical Well-Being</li> <li>❑ The Environment</li> <li>❑ Poverty</li> <li>❑ Homelessness</li> </ul> | <ul style="list-style-type: none"> <li>❑ Youth Access to State and Local Services</li> <li>❑ Suicide Prevention</li> <li>❑ Educational Accessibility Issues for Students with Disabilities, Including Access to               <ul style="list-style-type: none"> <li>❑ Schools</li> <li>❑ School-Related Activities</li> <li>❑ Classes</li> </ul> </li> </ul> |
|--|---|
- ❑ Past issues include:
    - ❑ SMOB Voting Rights
    - ❑ Financial Literacy
    - ❑ School Nutrition
    - ❑ Technology in School
    - ❑ Life Skills, College and Career Readiness

## Youth Membership

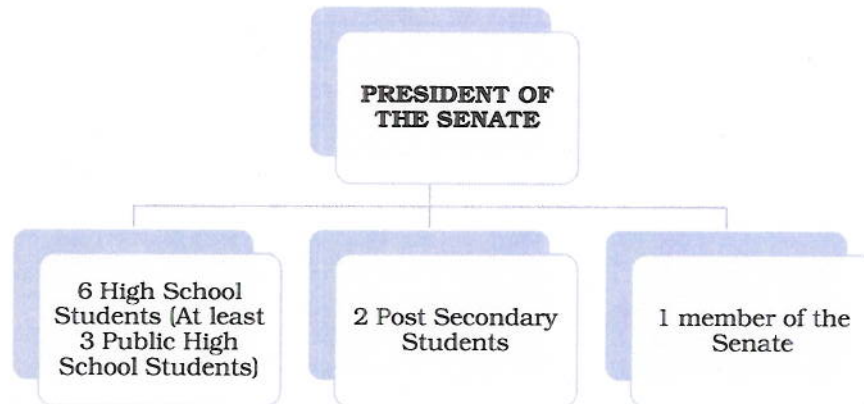
- Youth must be 14-22 years of age
- The term of a Youth Advisory Council member is from September 1<sup>st</sup> to August 30<sup>th</sup> of the following year
- A youth member may not serve more than two consecutive terms.
- Youth are provided with 4 excused school absences to fulfill their Council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

## Governor Appointments

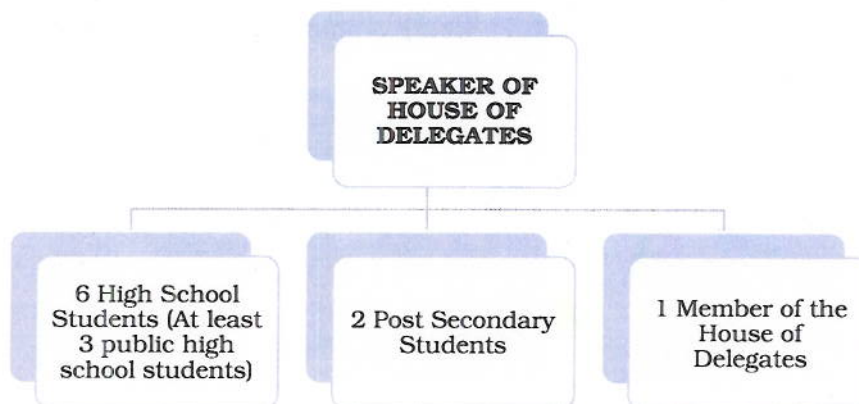




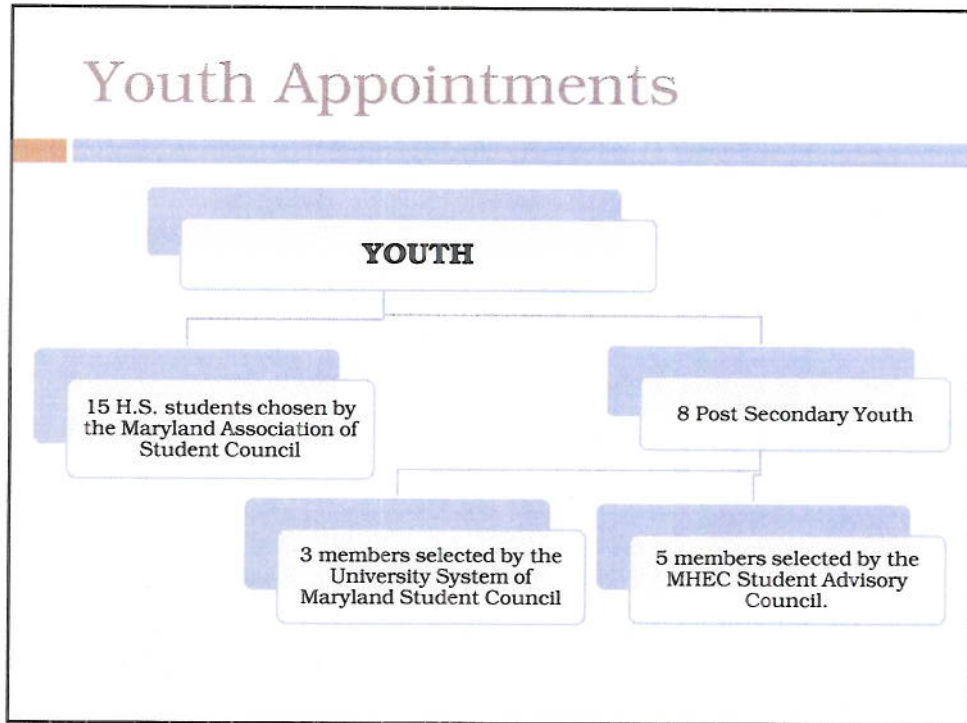
## Senate Appointments



## House Appointments



## Youth Appointments



## MYAC Members by County

	2013-2014	2012-2013	2011-2012	2010-2011	2009-2010	2008-2009
Allegany	-	-	2	2	-	-
Anne Arundel	2	5	8	7	3	3
Baltimore City	2	2	3	1	1	3
Baltimore County	4	5	2	5	5	6
Calvert	1	1	1	-	-	2
Caroline	-	-	-	-	-	-
Carroll	1	2	3	1	2	1
Cecil	1	1	-	1	-	-
Charles	-	1	1	1	2	2
Dorchester	-	-	-	-	-	-
Frederick	2	3	1	1	-	1
Garrett	-	-	-	-	-	-
Harford	1	2	4	1	2	2
Howard	7	2	9	6	4	-
Kent	-	-	-	-	-	-
Montgomery	14	14	9	11	11	11
Prince George's	4	4	4	7	9	6
Queen Anne's	-	-	-	-	-	1
St. Mary's	-	1	1	1	1	2
Somerset	-	-	-	-	-	-
Talbot	-	-	-	-	-	-
Washington	-	1	-	1	2	1
Wicomico	2	2	-	2	3	1
Worcester	1	-	-	-	2	3
County Total	13	16	13	15	13	15

## 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](mailto:Christina.drushel@maryland.gov), 410-767-2547



[www.facebook.com/MarylandYouthAdvisoryCouncil](http://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](mailto: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](mailto: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)

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Governor's Office                  | <input type="checkbox"/> MD Higher Education Commission | <input type="checkbox"/> Flyer        |
| <input type="checkbox"/> President of the Senate            | <input type="checkbox"/> University System of Maryland  | <input type="checkbox"/> Facebook     |
| <input type="checkbox"/> Speaker of the House               | <input type="checkbox"/> Current Council Member         | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> MD Association of Student Councils | <input type="checkbox"/> 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                       | <input type="checkbox"/> | Black or African American, Non Hispanic | <input type="checkbox"/> |
| American Indian or Alaska Native          | <input type="checkbox"/> | Asian                                   | <input type="checkbox"/> |
| Native Hawaiian or other Pacific Islander | <input type="checkbox"/> | Hispanic                                | <input type="checkbox"/> |
| Other: _____                              |                          |   |                          |

c. Disability: (Please check appropriate box)

- Yes  No

**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: \_\_\_\_\_

## **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 Ringler  
CPS Intake  
1 Fredrick Street  
Cumberland, MD 21502

Terri Ringler            301-784-7075  
E-mail: [Terri.ringler@maryland.gov](mailto:Terri.ringler@maryland.gov)

Pam Rice                301-784-7152  
E-mail: [Pam.rice@maryland.gov](mailto: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](mailto: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](mailto: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](mailto:Rosina.garrett@maryland.gov)

Jane Gehring           410-853-3951  
E-mail: [Jane.gehring@maryland.gov](mailto:Jane.gehring@maryland.gov)

## **State of Maryland Child Protective Service (CPS) Clearances**

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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](mailto: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](mailto:Kara.calloway@maryland.gov)

Dale Oberender      410-819-4523  
E-mail: [Dale.oberender@maryland.gov](mailto:Dale.oberender@maryland.gov)

### **Carroll County Department of Social Services**

**Attn:** Jeanie Black  
1232 Tech Court  
Westminister, MD 21157

Jeanie Black      410-386-3397  
E-mail: [Jeanie.black@maryland.gov](mailto:Jeanie.black@maryland.gov)

Kelly Erikson      410-386-3422  
E-mail: [Kelly.erikson@maryland.gov](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:Larry.bruch@maryland.gov)

### **Harford County Department of Social Services**

**Attn:** Sharon E gyn-Davis  
2 South Bond Street  
Bel Air, MD 21014

Sharon E gyn-Davis      410-836-4757  
E-mail: [Sharon.egyn-davis@maryland.gov](mailto: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](mailto: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](mailto:Linda.walters@maryland.gov)

### **Montgomery County Department of Health and Human Services**

**Attn:** Marisa Lim  
1301 Piccard Drive 4<sup>th</sup> floor  
Rockville, MD 20850

Marisa Lim            240-777-3391  
E-mail: [lim@montgomerycountymd.gov](mailto:lim@montgomerycountymd.gov)

Sheila Dennis            240-777-3535  
E-mail: [dennis@montgomerycountymd.gov](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:Dawn.blades@maryland.gov)

Roberta Baldwin 410-641-0097

E-mail: [Roberta.baldwin@maryland.gov](mailto:Roberta.baldwin@maryland.gov)



**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**

*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.

**HISTORY:** 1986, ch. 110; 1989, ch. 5, § 1; 1991, ch. 274; 1994, ch. 481; 1995, ch. 8, § 4; 1996, ch. 19; 2001, ch. 192; 2003, ch. 53, § 6; 2005, ch. 359; 2010, ch. 18; ch. 72, § 5; 2011, ch. 564; 2012, ch. 66, § 6.

***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.

**HISTORY:** 1986, ch. 110; 1987, ch. 290, § 9; 1988, ch. 6, §§ 8, 10; ch. 247, § 6; 1989, ch. 5, § 1; ch. 324; 1990, ch. 6, § 2; 1991, ch. 55, § 1; ch. 78; 1992, ch. 22, § 1; ch. 302; 1994, ch. 481; 1995, ch. 298; 1996, ch. 10, § 1; ch. 19; 2000, ch. 284; 2001, chs. 35, 192; 2004, ch. 25, § 6; 2005, ch. 25, § 13; ch. 359; ch. 464, §§ 3, 5; ch. 507; 2007, ch. 8, § 1; ch. 521; 2010, ch. 18; 2011, chs. 65, 564; 2013, ch. 43, § 5; chs. 49, 50, 51, 52.

***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.

**HISTORY:** 1986, ch. 110; 1989, ch. 5, § 1; ch. 324; 1990, ch. 6, § 2; 1991, ch. 78; 1992, ch. 302; 1994, ch. 481; 1996, ch. 19; 2005, ch. 464, § 3; 2010, ch. 18; 2013, chs. 49, 50.

### ***Md. FAMILY LAW Code Ann. § 5-563 (2014)***

#### ***§ 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.

**HISTORY:** 1986, ch. 110; 1989, ch. 324; 1990, ch. 6, § 2; 1991, chs. 78, 325; 1994, ch. 481; 1996, ch. 19; 2005, ch. 464, § 3; 2010, ch. 18.



# 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](mailto: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 background 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](http://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](http://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 (DWI) 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.dpsscs.maryland.gov](http://www.dpsscs.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 [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:

PRIVATE PROVIDERS	ADDRESS	PHONE
<a href="#">3M Cogent Fingerprinting Services</a> c/o Anne Arundel County Community College Department of Public Safety	Central Services Building 101 College Parkway Arnold, Maryland 21012	410.777.2440
<a href="#">3M Cogent Fingerprinting Services</a> c/o Bay Shore Services, Inc.	1235 Pemberton Dr. Salisbury, MD 21801	410.341.0307 x106
<a href="#">3M Cogent Fingerprinting Services</a> Main-One (M-1) Solutions, Inc	4300 Forbes Blvd. Suite 220 Lanham, MD 20706	301.702.7200
<a href="#">3M Cogent Fingerprinting Services</a> c/o Fairmount Heights Police Department	6100 Jost Street Fairmount Heights, MD 20743	301.883.9472
3M Cogent Fingerprinting Services c/o Securitas Security Services	8380 Colesville Road Suite 100-b Silver Springs, MD 20910	877.467.9215
<a href="#">3M Cogent Fingerprinting Services</a> c/o Xecutive Security Investigations Group	821 E. Baltimore St. Baltimore, MD 21202	410.800.8844
<a href="#">911 Security &amp; Investigations, LLC</a>	850 Sligo Avenue #502D Silver Springs, MD 20910	301.755.6138
<a href="#">Absolute Investigative Service</a>	604 E. Joppa Road Towson, MD 21286	410.828.6460
<a href="#">Absolute Investigative Services, Inc.</a>	139 N. Main Street #103 Bel Air, Maryland 21014	410.420.6923
<a href="#">Allied Barton Security Services</a>	7939 Honeygo Blvd. Suite 203 Nottingham, MD 21236	410.931.5061 (by appointment only)

<b>PRIVATE PROVIDERS</b>	<b>ADDRESS</b>	<b>PHONE</b>
<a href="#">All American Protective Services, LLC</a>	6701 Democracy Blvd. Suite 110 Bethesda, MD 20817	301.296.4499
<a href="#">All American Protective Services, LLC</a>	12501 Prosperity Drive Suite 200 Silver Spring, MD 20904	240.670.7952
<a href="#">All American Protective Services, LLC</a>	7361 Calhoun Place Suite 485 Rockville, MD 20855	301.296.4499
<a href="#">American Fingerprinting Services</a>	7272 Wisconsin Avenue Suite 300 Bethesda, MD 20814	301.941.1916
<a href="#">Apex Investigative Services</a>	1916 Crain Hwy S. Ste. 11 Glen Burnie, MD 21061	410.590.3700
<a href="#">Biometrics Identity Verification System</a>	5010 Sunnyside Avenue #300 Beltsville, Maryland 20705	301.477.3210
<a href="#">Biometrics Identity Verification System</a>	6214 Reisterstown Road Baltimore, MD 21215	443.213.8245 443.213.8625 (f)
<a href="#">Broadway Services, Inc.</a>	3709 E. Monument St. Baltimore, Maryland 21205	410.563.6949
<a href="#">E House Executive Security Professionals, Inc</a>	4710 Auth Pl Suite 420 Suitland, MD 20746	301.899.2828
<a href="#">Elite People Protective Services</a>	5602 Baltimore National Pike Catonsville, MD 21228	410.788.0111
<a href="#">Essential Support Services</a>	2028 Liberty Road, Suite 200 Eldersburg, MD 21784 *INSIDE the Liberty Preferred Insurance Office*	443.223.2080
<a href="#">FYI Fingerprints</a>	3696 Park Avenue Ellicott City, MD 21043	410.418.4657
<a href="#">Grand Mission Consult</a>	7515 Annapolis Rd #203 Hyattsville, MD 20784	301.429.0525
<a href="#">Hughes Barney Investigations</a>	9315 Largo Drive West Suite 210 Largo (Upper Marlboro), MD 20774	301.333.1728
<a href="#">Inquiries, Inc.</a>	129 N. West Street Easton, MD 21601	866.987.3767
<a href="#">Inquiries, Inc. c/o Pinkerton</a>	11019 McCormick Rd Ste 200 Hunt Valley, MD 21031	800.635.1649



<b>PRIVATE PROVIDERS</b>	<b>ADDRESS</b>	<b>PHONE</b>
<a href="#">MorphoTrust USA (L-1)</a> c/o ABCO Investigations	10545 Friendship Road Berlin, MD 21811	877.467.9215
<a href="#">MorphoTrust USA (L-1)</a> c/o BITHGROUP Technologies	113 Monument Street Baltimore, MD 21201	877.467.9215
<a href="#">MorphoTrust USA (L-1)</a> c/o Securitas Security Services	1101 Opal Court Suite 211 Hagerstown, MD 21740	877.467.9215
<a href="#">MorphoTrust USA (L-1)</a> c/o Securitas Security Services	7004 Security Boulevard Suite 200 Baltimore, MD 21244	877.467.9215
<a href="#">Maryland Livescan, Inc.</a>	The Empire Towers Building 7310 Ritchie Hwy. Suite 610 Glen Burnie, MD 21061-3290	410.761.6700
<a href="#">Mid-Atlantic Regional Investigations, LLC</a>	1202 West Street Annapolis, MD 21401	888.320.7775
<a href="#">Optimal Health Care</a>	6 West Washington Street Hagerstown, MD 21740	301.790.4962
<a href="#">Positive I.D., Inc.</a>	103 Sudbrook Lane #4 Pikesville, MD 21208	410.602.2479
<a href="#">Prevent First</a>	3710 Riviera Street #1A Temple Hills, MD 20748	301.423.5414
<a href="#">Qualls Security &amp; Investigations</a>	205 E. Main St Elkton, MD 21921	410.398.4444
<a href="#">Quick Fingerprints</a>	11605 Crossroads Circle Suite F Middle River, MD 21220	855.463.7226
<a href="#">Renox Group, LLC</a>	ID Solutions 9500 Annapolis RD Suite B2 Lanham, MD 20706	301.850.1148
<a href="#">Scotty's Investigations, Inc.</a>	515 Regina Avenue Cumberland, MD 21502	301.777.0232
<a href="#">Securpros</a>	9300 Annapolis Road #103 Lanham, MD 20706	301.459.8322
<a href="#">Thomas Security</a>	1325 Mt. Hermon Road Salisbury, MD 21804	410.548.5029
<a href="#">Three Brothers</a>	3061 Frederick Avenue Baltimore, MD 21223	410.566.9112
<a href="#">United Security &amp; Communications, Inc.</a>	5415 Southern Maryland Blvd. Wayson's Corner (Lothian), MD 20711	301.952.8724
<a href="#">Worth-A-Shot, Inc.</a>	8424 Veterans Highway #5 Millersville, MD 21108	443.688.6521

## 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](mailto: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

### 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

### Florida

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

### 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

## State Identification Bureau Listing

### Mississippi

Mississippi Criminal Information Center  
Mississippi Department of Public Safety  
Post Office Box 958  
Jackson, MS 39205-0958  
(601) 933-2600

### Montana

Investigative Support Bureau  
Division of Criminal Investigation  
Montana Department of Justice  
Post Office Box 201417  
Helena, MT 59620-1417  
(406) 444-9759

### Nevada

Records and Technology Division  
Nevada Department of Public Safety  
Suite 100  
333 West Nye Lane  
Carson City, NV 89706  
(775) 684-6262

### New Jersey

State Bureau of Identification  
New Jersey State Police  
Post Office Box 7068  
West Trenton, NJ 08628-0068  
(609) 882-2000

### New York

Record Review Unit  
Office of Criminal Justice Operations  
New York State Division of Criminal Justice Services  
80 South Swan Street  
Albany, NY 12210  
(518) 485-7675

### North Dakota

Bureau of Criminal Investigation  
North Dakota Office of the Attorney General  
Post Office Box 1054  
Bismarck, ND 58502-1054  
(701) 328-5500

### Missouri

Criminal Justice Information Services Division  
Missouri State Highway Patrol  
Post Office Box 9500  
Jefferson City, MO 65102-9500  
(573) 526-6153

### Nebraska

Criminal Identification Division  
Nebraska State Patrol  
Post Office Box 94907  
State House Station  
Lincoln, NE 68509-4907  
(402) 471-4545

### New Hampshire

Criminal Records Unit  
Division of State Police  
New Hampshire Department of Safety  
33 Hazen Drive  
Concord, NH 03305  
(603) 223-8402

### New Mexico

Law Enforcement Records Bureau  
New Mexico Department of Public Safety  
Post Office Box 1628  
Santa Fe, NM 87504-1628  
(505) 827-9000

### North Carolina

North Carolina State Bureau of Investigation  
Post Office Box 29500  
Raleigh, NC 27626-0500  
(919) 662-4509

### Ohio

Ohio Bureau of Criminal Identification and Investigation  
Post Office Box 365  
London, OH 43140-0365  
(740) 845-2000

## 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:**

1. Merge onto US-50 E toward I-79/Bridgeport.
2. Merge onto I-79 N toward Fairmont.
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.

**Heading East on US-33**

1. Take the US-119 N/W Virginia 20 N exit toward Buckhannon/Philippi.
2. Turn right 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.

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

**Elkins**

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

- Take US-119 N/US-33 E/US-48 E toward Buckhannon.
2. Continue to follow US-33 E/US-48 E.
  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

1. Heading north on US-250, turn left at the intersection of US-250 and Maplewood Drive.
  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.
- 
1. Heading south on US-250, turn right at the intersection on US-250 and Maplewood drive.
  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-60W.
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:**

1. Merge onto US-250 S/WV-2 S toward I-470.
2. Take the 1st right onto RW-2/Chapline St, Continue to follow W-2 S.
3. Merge onto US-250 S/WV-2 S toward I-470 for 9.6 miles.
4. Turn slight left onto US-250/Jefferson Ave Ext.
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**

1. Begin by traveling East on US Route 30.
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 1.

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

### **Ronceverte**

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

#### **If traveling from the Ronceverte area**

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

#### **If traveling from the Alderson area**

1. Follow Rt 63 toward Ronceverte.
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.