



Montgomery County Public Schools

Fingerprinting / Criminal Background Check Locations

Frequently Asked Questions

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| What is needed? | State and FBI Background Checks |
| How to schedule an appointment? | Please use the link below to schedule with MCPS Fingerprinting Office https://www.montgomeryschoolsmd.org/departments/personnel/fingerprint/index.aspx |
| Are there other location options? | Fingerprinting may also be serviced with American Identity Solutions, located at the addresses and phone numbers below. |
| What to bring to the appointment? | Valid Photo ID (Driver's License, Passport, or Green Card) |
| What to know? | ORI #MD004455Y MCPS Agency Authorization #0000084571 For: Child Care Reason: Adam Walsh Act |
| What to do next? | If you are fingerprinted at American Identity Solutions please return your receipt to the Fingerprinting Office located at 45 West Gude Drive, Rockville, MD 20850. |

American Identity Solutions

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| 6701 Democracy Blvd, Suite 100 Bethesda, MD 20817 301.571.9479 | 12800 Middlebrook Rd, Suite 112-B Germantown, MD 20874 301.383.9651 |
| 7361 Calhoun Place, Suite 485 Rockville, MD 20855 301.296.4499 | 12501 Prosperity Drive, Suite 200 Silver Spring, MD 20904 240.670.7952 |

Walk-ins Monday through Friday from 9:00am to 4:30pm.

Appointments available at all locations; Saturdays in Rockville upon request.

Cost: \$55.25 plus an additional \$1.20 processing fee if using a credit/debit card.

MONTGOMERY COUNTY PUBLIC SCHOOLS

Fingerprint Background Review



Requirement

Montgomery County Public Schools (MCPS) conducts a national and state fingerprint background review on all individuals seeking employment, as well as those wishing to serve as a volunteer, chaperone, coach, advisor, student teacher, or intern.

Results must be received, reviewed, and approved prior to an individual beginning in any capacity.



Scheduling

Fingerprinting appointments must be scheduled on-line at: www.montgomeryschoolsmd.org/departments/personnel/fingerprint

No appointments will be scheduled by phone, email, or drop-in.

Individuals should arrive fifteen (15) minutes in advance for paperwork processing.

Individuals arriving late may be required to reschedule.



Hours

9:00 a.m.—11:45 a.m.
and
1:15 p.m.—3:45 p.m.
Monday through Friday

The Fingerprinting Office follows MCPS' approved school calendar, including delays and closures for inclement weather and other emergencies.



Location

Montgomery County
Public Schools

Fingerprinting Office

45 West Gude Drive
Suite 1C-23
Rockville, MD 20850



Payment

The fingerprinting processing fee is \$55.25.

Visa, MasterCard, debit, and money orders (made payable to MCPS) are the only accepted forms of payment.

The cost of fingerprinting cannot be refunded, reduced, or waived.



Identification

You must present unexpired government-issued photo identification:

- MD or other State driver's license
- State or Local Government identification
- U.S. Passport
- U.S. Permanent Resident Card
- U.S. Employment Authorization Document Card
- U.S. Military identification card



Contact

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Information

Web:
www.montgomeryschoolsmd.org