



MONTGOMERY COUNTY PUBLIC SCHOOLS

www.montgomeryschoolsmd.org

MARYLAND



AUTHORIZATION AND RELEASE OF A CRIMINAL BACKGROUND REPORT

I, _____ (print full legal name), the undersigned, do hereby authorize the **Montgomery County Public Schools** to procure a **Criminal History Background History Record** Information (CHRI) report on me. The aforementioned report may include, but is not necessarily limited to, the Federal Bureau of Investigation FBI and State of Maryland criminal records, national and state sex offender registries, certification and licensure records, and child protective services records.

I further authorize any person, business, business entity, or governmental agency who may have information relevant to the above to disclose the same to **Montgomery County Public Schools**, including, but not necessarily limited to, any courthouse, and any public agencies, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from another source.

I hereby release **Montgomery County Public Schools** and any and all persons, governmental agencies, and business entities, whether public or private, from any and all liability, claims for procuring and providing, and/or assisting with the compilation or preparation of the criminal background check hereby authorized.

NOTE: Applicant Notification and Record Challenge

*Your fingerprints will be used to check the criminal history records of the FBI. You can complete or challenge the accuracy of the information in the FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification are set forth in **Title 28, CFR, 16.34.***

****ALERT NOTICES*****Please note that the Montgomery County Public Schools may receive alert notices when future arrests/court dates/criminal information is posted to the FBI and/or the State of Maryland.*

SIGNATURE _____

DATE _____

CONTRACTOR ONLY CHECK HERE

Contractors

*Pursuant to **MCPS** policy and recent amendments to **§ 5-561 of the Family Law Article** of the Maryland Code, I have been fingerprinted as part of a criminal background check for my work on an **MCPS** work site for an **MCPS-approved contractor**.*

*I hereby authorize **MCPS** to release to my employer reports regarding any and all criminal history records that **MCPS** receives as a result of the criminal background check, but not necessarily limited to, the Federal Bureau of Investigation FBI and State of Maryland criminal records, national and state sex offender registries, certification and licensure records, and child protective services records.*

*As an **MCPS contractor**, your employer may be required to take appropriate steps to promptly follow up on information identified in the criminal background check.*

TO BE COMPLETED BY THE INDIVIDUAL UNDERGOING A BACKGROUND CHECK:

Name: (Last, First, Middle) _____

Alias, Maiden, or Former Names: _____

Date of Birth: _____

Phone Number: _____

Email Address: _____

TO BE COMPLETED BY THE CONTRACTING COMPANY:

Name of Contractor: _____

(who has been awarded the bid)

Sub-Contractor: _____

(whom are you working for)

Name of an Authorized Representative and Email address: _____

(from your company)

Company Address: _____

(Contractor or sub-contractor please add your company information City, State, Zip Code, and phone number)