



INSTRUCTIONS FOR COMPLETING THE MCPS FINGERPRINTING PROCESS

APPLICANTS FOR FINGERPRINTING AND CRIMINAL BACKGROUND CHECK WILL NEED TO SCHEDULE AN APPOINTMENT BY CALLING THE OFFICE OF HUMAN RESOURCES AND DEVELOPMENT AT 301-279-3276. PLEASE BRING THE FOLLOWING WITH YOU TO YOUR APPOINTMENT:

- A picture ID, i.e. driver's license
- A check or money order in the amount of \$54 made payable to **MONTGOMERY COUNTY PUBLIC SCHOOLS (MCPS)**. Please include your phone number on the check.

NOTIFY THE RECEPTIONIST THAT YOU ARE THERE FOR FINGERPRINTING.

If you have not already done so, you will be asked to complete the State of Maryland Fingerprint Card as follows:

- Use **BLACK** ink only.
- For **PLACE OF BIRTH**, enter the name of the state in which you were born. If you were not born in the USA, please enter the name of the country in which you were born.
- For **CITIZENSHIP** enter the name of the country where you are a citizen.
- For **POSITION**, enter the exact position in which you will be working i.e. teacher, substitute teacher, bus operator, student teacher/intern, temporary clerical, etc.
- In the **DISCLOSURE** section of the purple card, (see reverse side of the card), print your name of the line indicated. Check **HAVE** or **HAVE NOT** and **AM** or **AM NOT** where it appears in the disclosure statement.

