

The Department of Systemwide Safety and Emergency Management, in partnership with the Office of Human Resources and Development for Montgomery County Public Schools (MCPS), is responsible for conducting background screenings of individuals desiring to serve in the capacity of an employee, intern, or volunteer. Such background screenings are necessary to ensure a safe learning and working environment.

## CONTRACTORS

### **Background Screening Processing-MCPS Emory Grove Center**

Montgomery County Public Schools (MCPS), in partnership with our vendor American Identity Solutions (AIS), operates under a modified schedule for in-person background screening services. Due to the impact of the COVID-19 pandemic, services are provided at an alternate MCPS facility to allow for the adherence of social distancing requirements. To schedule your background screening appointment at the Emory Grove Center, click [here](#) to access the unique registration link specific to this location. The *Recognizing and Reporting Child Abuse Webinar* must be completed before your fingerprinting appointment [CLICK HERE](#).

#### **Location:**

**Emory Grove Center  
18100 Washington Grove Lane  
Gaithersburg, MD 20877**

**Hours of Operation: **FINGERPRINTING BY APPOINTMENT ONLY (NO WALK-INS)**  
Tuesdays/Thursdays 9am-3:30pm (Closed for lunch between 1pm-2pm)**

#### **Fees:**

There is a fingerprinting fee of **\$58.50 (cash payment)** or **\$59.70 (credit card payment)**. Payment is due at the time of your Background Screening appointment and is non-refundable.

#### **Required Documents:**

Bring the following required documents at time of service:

- **1 form of current government issued picture identification**
- **Completed Contractor Background Screening Packet**



### **Background Screening Requirements-Alternate Locations**

If there are no available fingerprinting appointments at the Emory Grove Center, you may use one of AIS's alternate locations, click [here](#) to access the unique registration link specific to these locations. The *Recognizing and Reporting Child Abuse Webinar* must be completed before your fingerprinting appointment [CLICK HERE](#). After completing your fingerprinting appointment with AIS, report to the Emory Grove Center to complete the remainder of your background screening process. This will include the completion of the badging process.

**NOTE: Individuals that fail to report to the Emory Grove Center to complete the remainder of the background screening process will not be granted a contractor's ID badge and access to MCPS property.**

**Hours of Operation:** **PAPERWORK COMPLETION ONLY-NO APPOINTMENT NECESSARY**  
Mondays/Wednesdays 8 am-3pm (Closed for lunch between 1pm-2pm)

**Required Documents:**

Bring the following required documents at time of service:

- **AIS fingerprinting receipt**
- **1 form of current government issued picture identification**
- **Complete the Contractor Background Screening Packet**



**Background Screening Requirements-Out of State**

The fingerprinting portion of the Background Screening process can be completed for individuals residing outside of the State of Maryland. For specific instructions, click [here](#). The *Recognizing and Reporting Child Abuse Webinar* must be completed before your fingerprinting appointment **CLICK HERE**. If fingerprinting is performed outside the state of Maryland, the following required documents must be completed and mailed:

- **Completed Contractor Background Screening Packet**



**Mailing Address**

Attention: Michelle Ezeofor  
Montgomery County Public Schools  
Background Screening Division  
850 Hungerford Drive, Room 131  
Rockville, Maryland 20850

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For contractor background screening inquiries, forward your questions to [contractorbackgroundscreening@mcpsmd.org](mailto:contractorbackgroundscreening@mcpsmd.org).