

Outdoor Education Program (ODE)

Background Screening Process

Montgomery County Public Schools (MCPS), in collaboration with our vendor American Identity Solutions (AIS), has implemented a modified schedule for in-person background screening services. To schedule your background screening appointment at the MCPS Background Screening Office, please click here to access the **unique** registration link specific to this location.

[Fingerprinting is available by appointment only](#)

Office Location:

Background Screening Office

Carver Educational Services Center (CESC), North Entrance

850 Hungerford Drive, Suite 137

Rockville, MD 20850

240-740-4670

Directions [click here](#)

Hours of Operation:

Monday – Friday 8 am – 4:30 pm

PLEASE NOTE: Background Screening hours of operation follow MCPS office Closures and Delayed Opening

Fingerprinting Fee:

There is a fingerprinting fee of \$25.20 (credit/debit card payment only). Payment is due at the time of your Background Screening appointment and is non-refundable. Please present [this voucher](#) at the time of your appointment.

Background Check Requirements:

To complete your Fingerprinting Background screening and the Department of Health and Human Services Child Protective Services (CPS) background check, you must provide the following information: **Don't have a Social Security Number or State ID?** You can also complete your background check form using a work authorization Card or Permanent Resident Card (Green Card).

- A valid Social Security Card
- A current government-issued ID (e.g., Driver's License, Passport, or State ID)

Financial Support

MCPS is committed to removing financial barriers for our volunteers. If the cost of fingerprinting prevents you from volunteering, financial assistance is available. To request support, please fill out the [Fee Assistance Request Form](#). If approved you must schedule an appointment at BSO-CESC- 850 Hungerford Dr. Suite 137 Rockville, MD 20850

Background Screening Requirements-[Alternate Locations Option](#)

If no appointments are available at the Background Screening Office, you may schedule an appointment with an approved AIS alternate location using our their link.

Next steps:

1. Complete Fingerprinting: Attend your appointment at the AIS alternate location.

2. Finalize Your Screening: Visit the Background Screening Office to submit your final paperwork. Your screening is incomplete - and you cannot begin volunteering, chaperoning, interning, or working with MCPS until this final step is completed. [No appointment Needed](#)
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We appreciate your patience during this process. If you have additional questions regarding the background screening process, forward them to backgroundscreening@mcpsmd.org, or contact us at 240-740-4670.

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