

Background Screening Processing-MCPS Background Screening Office

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](#) 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 \$65.50 (credit/debit card payment only). Payment is due at the time of your Background Screening appointment and is **non-refundable**.

Background Check Requirements: Two (2) Forms of Unexpired identification is required - (non-paid Interns are required One (1) form of ID

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:

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

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C from the List of Acceptable Documents page from the USCIS.gov website. [I-9 Central](#)

Alternate Location: 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 working with MCPS until this final step is completed. [No appointment Needed](#)

We appreciate your patience during this process. If you have additional questions regarding the background screening process, forward your questions to backgroundscreening@mcpsmd.org, or you may contact us at 240-740-4670.