

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 \$62.50 (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.