

## **Fingerprint Locations for Parent/Guardian/Community Volunteers Montgomery County Public Schools**

### **Instructions:**

Parent/guardian and community volunteers for overnight and/or field trips that involve travel of greater than 50 miles or which extend beyond the normal school day must undergo a fingerprint background check before being permitted to chaperone. The cost of the fingerprinting is \$54 if done through MCPS or if paid in cash, money order, or business check to American Identity Solutions (AIS). If paying by credit or debit card, the charge at AIS is \$56. AIS does not accept personal checks.

The process begins by providing the school with some basic identification information, including the volunteer's date of birth. This will allow the Office of Human Resources and Development (OHRD) to match the fingerprint report with the correct volunteer and school. Step 2 is to schedule an appointment for the actual fingerprinting. This can be done at any of four locations:

#### **OHRD**

45 West Gude Drive  
Rockville, MD 20850  
301-279-3276

#### **AIS Rockville**

7361 Calhoun Place, Suite 485  
Rockville, MD 20850  
301-296-4499

#### **AIS Bethesda**

6701 Democracy Blvd. Suite 110  
Bethesda, MD 20817  
301-571-9479

#### **AIS Silver Spring**

12501 Prosperity Drive  
Silver Spring, MD 20904  
240-670-7952

You will need to provide AIS with the following information, so please bring this information sheet with you to your appointment:

Reason for fingerprinting: MCPS volunteer

Under: Adam Walsh (Child Care)

Agency Authorization Number (MCPS): 0000084571

Child Care Administration Number: 1100000053

ORI#: MD004455Y

CRI#: MD004455Y