

# OUTDOOR EDUCATION

## VOLUNTEERS

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 chaperone or volunteer for school events. Such background screenings are necessary to ensure a safe environment for students and staff.

### **Background Screening Processing-MCPS Background Screening Office**

Montgomery County Public Schools (MCPS), in partnership with our vendor American Identity Solutions (AIS), provides in-person background screening services. To schedule your background screening appointment at the MCPS Background Screening Office, click [here](#) to access the unique registration link specific to this location.

#### **Location:**

**45 W. Gude Drive, Suite LLC14  
Rockville, MD 20850**

#### **Hours of Operation:**

- **Fingerprinting**
  - **Monday - Friday 9am-3:30pm (Closed 1pm-2pm)**
- **Paperwork Submission Only**
  - **Monday – Friday 9am – 3:30pm (Closed 1pm-2pm)**

#### **Fees:**

There is a fingerprinting fee of **\$24.00 (cash payment)** or **\$25.20 (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 the time of service:

- **1 form of current government-issued identification (i.e. Driver’s License, State Issued Identification Card, non-expired US Passport)**
- **Complete the Fingerprinting Information Packet (typed or handwritten)**

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

If there are **NO** available fingerprinting appointments at the Background Screening Office, you may use one of AIS’s alternate locations, click [here](#) to access the unique registration link specific to these locations. **After completing your fingerprinting appointment with AIS, report to the Background Screening Office to complete the remainder of your background screening process. This process will include the completion of additional required paperwork.**

**NOTE: Failure to report to the Background Screening Office to complete the required paperwork, will result in individual not being permitted to volunteer or chaperone for school events.**