

The Department of Systemwide Safety and Emergency Management, in partnership with the Procurement Unit and Division of Design & Construction for Montgomery County Public Schools (MCPS), is responsible for conducting background screenings of individuals desiring to serve in the capacity of a contracted employee. Such background screenings are necessary to ensure a safe learning and working environment.

## CONTRACTORS

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

Montgomery County Public Schools (MCPS), in partnership with our vendor American Identity Solutions (AIS), operates under a modified schedule for in-person background screening services. Due to the impact of the COVID-19 pandemic, services are provided to allow for the adherence of social distancing requirements. To schedule your background screening appointment at the Background Screening Office, click [here](#) to access the unique registration link specific to this location.

**The Recognizing and Reporting Child Abuse Webinar must be completed before your fingerprinting appointment [CLICK HERE](#)**

#### **Location:**

45 W. Gude Drive  
Suite LLC14  
Rockville, MD 20850

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

- **Fingerprinting** o Tuesday - Friday 9am-3:30pm (Closed 1pm-2pm)
  
- **Badges**
  - o Monday – Fridays 9am – 3:30pm (Closed 1-2 pm)

#### **Fees:**

There is a fingerprinting fee of **\$58.50 (cash payment)** or **\$59.70 (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 picture identification**
- **Completed Contractor Fingerprinting Information Packet**



[Contractor Fingerprinting Information Packet](#)

## **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. The **Recognizing and Reporting Child Abuse Webinar** must be completed before your fingerprinting appointment [CLICK HERE](#) After completing your fingerprinting appointment with AIS, report to the Background Screening Office, to complete the remainder of your background screening process. This will include the completion of the badging process.

**NOTE: Individuals that fail to report to the Background Screening Office to complete the remainder of the background screening process will not be granted a contractor's ID badge and access to MCPS property**

### **Required Documents:**

Bring the following required documents at the time of service:

- **1 form of current government-issued picture identification**
- **Complete Release form**



RELEASE FORM

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We appreciate your patience during this process. If you have additional questions regarding the contractor background screening process, forward your questions to [contractorbackgroundscreening@mcpsmd.org](mailto:contractorbackgroundscreening@mcpsmd.org)