

The Department of Systemwide Safety and Emergency Management, in partnership with 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 employee, intern, or volunteer. Such background screenings are necessary to ensure a safe learning and working environment.

EMPLOYEES/INTERNS/VOLUNTEERS

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 rendered to allow for the adherence of social distancing requirements. 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**
 - Tuesday - Friday 9am-3:30pm (Closed 1pm-2pm)
- **Paperwork Submission Only** ◦ Monday – Fridays 9am – 3:30pm (Closed 1-2 pm) **Fees:**

There is a fingerprinting fee of **\$55.25 (cash payment)** or **\$56.45 (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:

- **2 forms of current government-issued identification (i.e. Driver's License, Social Security Card, Birth Certificate, valid Passport)**
- **Complete the Fingerprinting Information Packet (typed or handwritten)**



[Fingerprinting
Information Packet.pdf](#)

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: Individuals that fail to report to the Background Screening Office to complete the remainder of the background screening process will not be permitted to move forward with the onboarding process.

Required Documents:

Bring the following required documents at the time of service:

- **2 forms of current government-issued identification (i.e. Driver's License, Social Security Card, Birth Certificate, valid Passport)**

Background Screening Requirements-Out of State

The fingerprinting portion of the Background Screening process can be completed for individuals residing outside of the State of Maryland. For specific instructions click [here](#). If fingerprinting is performed outside the state of Maryland, the following required documents must be completed and mailed:

- **Complete the Fingerprinting Information Packet (typed or handwritten)**

Must be printed, completed, and mailed to the address below.



[Fingerprinting
Information Packet.pdf](#)

- **Complete the [Child Protective Services \(CPS\)](#) form**

NOTE: The CPS form must be typed and cannot be hand-written per state requirements. Must also be signed, notarized, and mailed to the address below.

- **I-9 Form** This form must be completed and submitted **in person and cannot be mailed**. Bring 2 forms of current government-issued identification (i.e. Driver's License, Social Security Card, Birth Certificate, valid Passport) to a representative at the Emory Grove Center.

Mailing Address

Attention: Irma (Mimi) Carin
Montgomery County Public Schools
Background Screening Office
850 Hungerford Drive, Room 131
Rockville, Maryland 20850

NOTE: Individuals that fail to report to the Background Screening Office to complete the remainder of the background screening process will not be permitted to move forward with the onboarding process. This is inclusive of the completion of the I-9 form.

We appreciate your patience during this process. If you have additional questions regarding the background screening process, forward your questions to backgroundscreening@mcpsmd.org.

