

MONTGOMERY COUNTY PUBLIC SCHOOLS

Fingerprint Background Review



Requirement

Montgomery County Public Schools (MCPS) conducts a national and state fingerprint background review on all individuals seeking employment, as well as those wishing to serve as a volunteer, chaperone, coach, advisor, student teacher, or intern.

Results must be received, reviewed, and approved prior to an individual beginning in any capacity.



Scheduling

Fingerprinting appointments must be scheduled on-line at:
www.montgomeryschoolsmd.org/departments/personnel/fingerprint

No appointments will be scheduled by phone, email, or drop-in.

Individuals should arrive fifteen (15) minutes in advance for paperwork processing.

Individuals arriving late may be required to reschedule.



Hours

9:00 a.m.—1:00 p.m.
and
2:00 p.m.—3:30 p.m.
Monday through Friday

The Fingerprinting Office follows MCPS' approved school calendar, including delays and closures for inclement weather and other emergencies.



Location

Montgomery County
Public Schools

Office of Human Resources
and Development

45 West Gude Drive
Rockville, MD 20850



Payment

The fingerprinting processing fee is \$55.25.

Visa, MasterCard, debit, and money orders (made payable to MCPS) are the only accepted forms of payment.

The cost of fingerprinting cannot be refunded, reduced, or waived.



Identification

You must present unexpired government-issued photo identification:

- MD or other State driver's license
- State or Local Government identification
- U.S. Passport
- U.S. Permanent Resident Card
- U.S. Employment Authorization Document Card
- U.S. Military identification card



Contact

Phone:
301-279-3276

Email:
Irma_I_Carin@mcpsmd.org



Information

Web:
www.montgomeryschoolsmd.org