

Contractor Obligation Background Check Checklist

STEP #1

1. Complete all sections of the [MCPS form 235-40 Response Form for Required Background Checks](#)
 - In section 1, please note the Contract/RFP/Bid# and Name (do not leave blank)
2. Complete the [Authorization to Release Results](#) form
3. Print the [Fingerprinting Locations Form](#).
 - Make an appointment at one of the locations listed for a **State and FBI Background Check**
 - Bring a valid photo identification such as a driver's license, passport, or green card
 - **Important:** Tell them you are getting the background check for MCPS and provide the following information:
 - ORI# MD004455Y
 - MCPS Agency Authorization #0000084571
 - For Child Care
 - Reason: Adam Walsh Act
 - Make sure you get a copy of the [CJIS](#) reference information receipt (name, date fingerprinted, and a CJIS 12-digit reference number) *not the payment receipt

***Do not complete step 2 until you have completed step 1 for all employees**

STEP #2 (once you have gathered all of the required information for all employees)

1. **Submit all employees' information in one email. Do not submit multiple emails.** Indicate in your email the name of your company and the names of each employee. Submit all of the following to: contractorobligation@mcpsmd.org:
 - a. Form 235-40
 - b. Authorization to Release Results
 - c. CJIS reference information receipt
 - d. In your email subject line, please note the Contract/RFP/Bid# and Name or indicate if you are working with the Division of Construction
2. Review the [Contractor's Obligation link](#) for your information only

***Please DO NOT send photographs of your documentation.** If you are unable to send the paperwork as a scanned file, please submit the paperwork in its entirety in person or by mail to whichever group you are working with:

Procurement Unit
45 W. Gude Drive #3100
Rockville, MD 20850

Division of Construction
45 W. Gude Drive #4300
Rockville, MD 20850

If all documentation is not submitted as a single package, this will delay your processing and your package may be returned to you to request the missing documents. Once the complete package is received, the clearance process can take 5 to 10 business days. After you are cleared, you will be notified with next steps which include an online training and badging. Do not attempt these steps until you are notified. No contractor may show up on site to work until they have a badge.