



FINGERPRINTING/CRIMINAL BACKGROUND CHECK LOCATIONS FOR CONTRACTORS/VENDORS

Montgomery County Public Schools Fingerprinting
18100 Washington Grove Lane
Gaithersburg, MD 20877

To schedule an appointment please follow the link [CLICK HERE](#)

At this location MCPS may provide: Fingerprinting and Badging

Tuesday and Thursday Only from 9a.m. – 1:00 p.m. and 2:00 p.m. – 3:30 p.m.

FREQUENTLY ASKED QUESTIONS

- *What type of background check will I get?*
State and FBI Background Check

- *What information do I give the fingerprinting company?*
MCPS AGENCY AUTHORIZATION #000008457
ORI #MD004455Y
For: Child Care
Reason: Adam Walsh Act

- *What do I bring?*
Valid Photo ID (Driver's License, Passport, or Green Card)

- *What do I need to complete before I get a badge? Follow the link below:*
<https://www.montgomeryschoolsmd.org/departments/procurement/Contractors.aspx>

- *Can I go somewhere else?*
Yes, please note you will need to return to
MCPS Fingerprinting Office, 18100 Washington Grove Lane to be badged.
NO EXCEPTIONS!!

A list of State approved fingerprint agencies and their locations can be found at the following site:
<http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

- *What do I do next?*
You will contact the procurement office or the Division of Construction, to notify them of your recent fingerprinting appointment.

- *Who do I call if I have questions?*
Procurement Unit 301.279.3555
Division of Construction 240.314.1000
Or email them at ContractorObligation@mcpsmd.org