

# CRIMINAL HISTORY RECORD CHECK FOR PERSONNEL AT YOUTH CAMPS

Maryland Department of Health (MDH)  
Center for Healthy Homes and Community Services (CHHCS)  
6 St. Paul Street, Suite 1301, Baltimore, MD 21202-1608  
(410) 767-8417 Fax (410) 333-8926  
Toll Free 1-877-4MD-MDH extension 78417

A camp operator must comply with the Family Law Article, §§ 5-560-568, Annotated Code of Maryland, regarding criminal history record checks for employees and employers of facilities that care for or supervise children. Fingerprint-supported criminal history record checks are done through the Maryland Public Safety and Correctional Services, Criminal Justice Information System (CJIS). **Background checks through other sources are not accepted in lieu of completing CJIS criminal history record checks.** The employer must be able to show the Maryland Department of Health representative the criminal history record check. The employer must keep on file for each employee the results of the criminal history record check, a signed privacy statement and a copy of the Livescan Pre-Registration Application.

**CJIS STOREFRONT FINGERPRINTING CENTER** is located at the Reisterstown Road Plaza Office Complex, 6776 Reisterstown Road, Suite 102, Baltimore, Maryland. Hours of operation are Monday through Friday 8:30 a.m. to 5:00 p.m. Phone: 410-764-4501 or 1-888-795-0011, Monday through Friday, 8:00 a.m. to 5:00 p.m. Web site: <http://dpscs.maryland.gov/publicservs/>

**AUTHORIZATION NUMBER** - If the employer does not have a CJIS authorization number, complete the "General Registration Form" and submit to CJIS via fax or mail. *Provide an email address that will be used to receive the criminal history results.* The CJIS Central Repository will contact you via email to complete the documents necessary to issue your authorization number. Notify CJIS immediately of any changes in your contact information using the "Registration Update Form". Both forms can be found on the CJIS website at: <http://dpscs.maryland.gov/publicservs/bgchecks.shtml>.

**CRIMINAL HISTORY RECORD CHECK APPLICATIONS** – Once you have an authorization number and **before the employee works at the camp** submit an application for criminal history record check to CJIS Central Repository using the Livescan Pre-Registration Application.

**LIVESCAN PRE-REGISTRATION APPLICATION** – The application may be submitted electronically using scanned fingerprints by using the CJIS Storefront Fingerprinting Center, a CJIS MVA fingerprinting site, or an approved private provider. There is a link to the Livescan Pre-Registration Application form online at: <http://dpscs.maryland.gov/publicservs/fingerprint.shtml>.

**The ORI #: MD004455Y is required and the reason fingerprinted is CHILD CARE**

**CRIMINAL HISTORY RECORD CHECK FOR EMPLOYEES OUTSIDE MARYLAND** –

1. Write to CJIS-Central Repository P.O. Box 32708, Pikesville, Maryland 21282-2708, or call the Central Repository in Baltimore City at 410-764-4501 or toll free number 1-888-795-0011 to request a fingerprint card. Have your fingerprints professionally inked on the card. **Write the camp/employer Authorization number on the card.**
2. Mail the fingerprint card and associated fee to CJIS-Central Repository P.O. Box 32708 Pikesville Maryland 21282-2708, or overnight the fingerprint card to 6776 Reisterstown Road, Suite 102, Baltimore Maryland 21215.
3. Include a check made out to "CJIS Central Repository". See the schedule of Associated Fees at <http://dpscs.maryland.gov/publicservs/bgchecks.shtml#fees>.
4. You may expect a response in 10 - 15 business days.

**Add "ORI #: MD004455Y" and "CHILD CARE" to the upper right hand corner of the card.**

**EMPLOYEES** –When completing the Livescan Pre-Registration Application, employees must use the camp employer's authorization number.

**PERSONNEL ADMINISTRATOR** – Each camp must have a personnel administrator with a background check on file with MDH-CHHCS. The personnel administrator may be the owner, director, or a human resources staff member who reviews the background check results and determines if an individual may work at camp. The personnel administrator must complete his/her background check using the MDH authorization number (9400019171) and the ORI number (MD004455Y).

**FINGERPRINTS** – Electronic fingerprinting is available at the CJIS Storefront Fingerprinting Center. The cost is \$20.00 per person. Please arrive at least one half hour before closing. Fingerprinting services are available from private providers authorized by CJIS. A list of providers is online at <http://dpscs.maryland.gov/publicservs/fingerprint.shtml> . Check with the private provider for their fingerprinting fees which are separate from the processing fee.

**FEES** - The processing fee for an application is \$30.00. This does not include the fingerprint fee. The fee is reduced to \$28.75 for “volunteers” please see details below. The CJIS Storefront Fingerprinting Center does not accept cash. All fees must be paid by credit card (Master Card, Visa, and Discover) or check. Checks submitted to CJIS Central Repository are electronically processed by TeleCheck Electronic Check Acceptance (ECA®). For more information regarding electronic check acceptance visit <http://www.firstdata.com/telecheck/telecheck-works.htm>.

**RESULTS** –Call CJIS Customer Service at (410) 764-4501 or 888-795-0011 for help if you do not receive the Maryland or FBI criminal history record information in 48 hours. You receive the results through a secure email system where you must login to access the results. Keep the original results in a secure manner on file at the camp office.

**REJECTED FINGERPRINTS** – If the employee’s fingerprints are rejected because of poor quality, the employer and employee will be notified. Reprints must be received within 60 days of the date on the reject letter or the employee must reapply and pay application and fingerprinting fees.

**365 DAY REQUEST** – When the employee has completed a criminal history record check for another child care employer within the past year, the 365 Day Request form may be used instead of the full application with fingerprints. There is no cost for processing a 365 Day Request. Fingerprints are not required. CJIS **must** process the form within 365 calendar days of CJIS's receipt of the employee’s original application.

**RETURNING EMPLOYEE** – A repeat criminal history record check is not required if the original result with the camp listed as the employer is on file at camp and there is a contractual agreement for the employee to return to duty and there has not been a termination of employment.

**EMPLOYEES UNDER AGE 18** - The criminal history record check is required for employees under age 18. CJIS accepts applications for any person 14 years old or older.

**VOLUNTEERS** - An employer at a youth camp may ask volunteers to apply for a criminal history record check, but **this is not required**. Please call CJIS at (410) 764-4501 for additional information. The FBI fee is reduced as long as the word "CHILD CARE/VOLUNTEER" is written on the application in the Reason Fingerprinted box. The CJIS-015 purple form must be checked “STATE AND FBI VOLUNTEER”. The total fee is \$28.75.