



**Children Achieving Maximum Potential, Inc.**  
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## **Fingerprinting Information**

**Please Note:** You must be fingerprinted PRIOR to working with any ChAMP clients.

Maryland law requires that all employees providing services to children enrolled in the Autism Waiver be fingerprinted. Fingerprinting and criminal background checks must be completed through the Criminal Justice Information System of the Department of Public Safety and Correctional Services in Maryland. **Your fingerprints will be used to check criminal history records of the FBI.**

Please note that by law we are not able to accept previous CJIS reports submitted by other agencies. You must be fingerprinted again. However, if you have been fingerprinted through CJIS in the last 365 days, please contact us so we can provide you with a form that will allow you to register ChAMP on your background check and no additional fingerprints will be required.

### **REQUIREMENTS:**

- 1. You can be fingerprinted at CJIS or other locations that provide electronic "live scan" fingerprinting services.***
- 2. You must be printed under the "child care provision."***
- 3. Provide our authorization number. You must take this number with you.***

### **AUTHORIZATION NUMBER:**

**0400075200**

## **WHERE TO GO:**

### **Montgomery County (Rockville location):**

Schedule an appointment online with All American Protective Services. Their website is:  
[www.americanident.com](http://www.americanident.com)

### **Prince Georges County (Calverton location):**

Schedule an appointment online with All American Protective Services. Their website is:  
[www.americanident.com](http://www.americanident.com)

### **Howard and Baltimore Counties**

Go to CJIS (state operated) on 6776 Reisterstown Road, Suite 102 in Baltimore to be printed. To get detailed information including hours of operation, please call CJIS at 888-795-0011 or go to <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml> for additional information.

### **Others:**

There are several other fingerprinting services available. However, you must be sure that they offer live scan fingerprinting (electronic). A list of additional fingerprinting services can be found here:

<http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Once you have completed the fingerprinting, ChAMP will receive your criminal background report directly from CJIS.

## **FEES AND REIMBURSEMENT:**

You must pay the fingerprinting fee out of pocket initially. *Please note that the total fee may vary between locations and may increase over time. Currently the total fee for fingerprinting is approximately \$50.00 to \$60.00 (depending on location).*

Once you have worked with ChAMP **beyond the orientation period**, you can request to be reimbursed the **\$30.00 processing fee**.

**Please note that if you do not meet the fingerprinting/background check requirements, you will not be permitted to provide services to our clients and are ineligible for hire.** See below for how to challenge an incorrect criminal history record.

## **CJIS PRIVACY REQUIREMENTS AND NOTICE**

- Your fingerprints will be used to check the criminal history records of the FBI.
- You will be afforded the opportunity to complete or challenge the accuracy of information stated within your criminal record with the FBI.
- Procedures for how to obtain a change, correction, or update of a FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- As an applicant, you will be given a reasonable time of one month (30 calendar days) to complete or correct your record before we make a final determination of employment eligibility.
- ChAMP cannot disseminate your record to any other organization or person unless required by law.