

ChAMP



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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 180 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

Prince Georges County (Calverton location):

Schedule an appointment online with All American Protective Services. Their website is:
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.dpsscs.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.dpsscs.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.

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must provide to the applicant written notification¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials must ensure that an applicant receives, and acknowledges receipt of, an adequate Privacy Act Statement when the applicant submits his/her fingerprints and associated personal information.²
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the employment, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34.
- Officials should not deny the employment, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

Name _____ Date _____

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).