



Children Achieving Maximum Potential, Inc.
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CJIS Fingerprinting Information 2023

Please Note: Per Autism Waiver guidelines, you must **PASS** a fingerprint supported Federal and State background check PRIOR to working with any ChAMP clients. **If you do not meet the background check requirements, you will not be permitted to provide services to our clients and are ineligible for hire.**

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 no matter how recently you were fingerprinted for another agency.

REQUIREMENTS:

You must be fingerprinted at CJIS or other locations that provide electronic “live scan” fingerprinting services.

You must be fingerprinted under the “child care provision.”

You must provide our authorization number and ORI number. You must take these numbers with you to the fingerprinting location.

AUTHORIZATION NUMBER:

0500040015

ORI NUMBER:

MD004455Y

YOU MUST NOTIFY US THE DAY YOU ARE FINGERPRINTED. PLEASE EMAIL YOUR RECEIPT TO: lauren@childrenachieving.com THE SAME DAY YOU ARE FINGERPRINTED!

- **Please note, reports do not automatically get sent to agencies. We have to request your results from CJIS in order to receive them. **If you do not send us your receipt so we know to request the results, we will NOT receive them!****

WHERE TO GO:

For priority service, appointments can still be made for the CJIS Storefront located at 6776 Reisterstown Road, Suite 102, Baltimore, MD 21215. Please call 410-764-4501 or 1-888-795-0011 (toll free) to make an appointment for applicant fingerprinting.

Appointments are required at all CJIS MVA fingerprinting offices:

CJIS MVA, 501 West MacPhail Road, Bel Air, MD

CJIS MVA, 1601 Bowman's Farm Road, Frederick, MD

CJIS MVA, 6601 Ritchie Hwy, N.E., Glen Burnie, MD

CJIS MVA, 251 Tilghman Rd, Salisbury, MD

CJIS MVA, 11 Industrial Park Drive, Waldorf, MD

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 **for 120 hours**, you can request to be reimbursed approximately **\$30.00** for the **processing fee**.

If you have any questions for CJIS, please contact their customer service representatives at cjis.customerservice@maryland.gov or 1-888-795-0011 Monday through Friday 8:00 a.m. - 5:00 p.m.

Please reach out to **Lauren** at lauren@childrenachieving.com or 301-246-2553 if you require any assistance or have any questions that are **specific to ChAMP**.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ 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), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

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

² <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); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

DERECHOS DE PRIVACIDAD DE SOLICITANTES - JUSTICIA, NO CRIMINAL

Como solicitante sujeto a una indagación nacional de antecedentes criminales basado en huellas dactilares, para un propósito no criminal (tal como una solicitud para empleo o una licencia, un propósito de inmigración o naturalización, autorización de seguridad, o adopción), usted tiene ciertos derechos que se entablan a continuación. Toda notificación se le debe proveer por escrito.¹ Estas obligaciones son de acuerdo al Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, y Title 28 Code of Federal Regulations (CFR), 50.12, entre otras autorizaciones.

- Se le debe proveer una Declaración de la Ley de Privacidad del FBI (con fecha de 2013 o más reciente) por escrito cuando presente sus huellas digitales e información personal relacionada. La Declaración de la Ley de Privacidad debe explicar la autorización para tomar sus huellas digitales e información relacionada y si se investigarán, compartirán, o retendrán sus huellas digitales e información relacionada.²
- Se le debe notificar por escrito el proceso para obtener un cambio, corrección, o actualización de su historial criminal del FBI según delineado en el 28 CFR 16.34.
- Se le tiene que proveer una oportunidad de completar o disputar la exactitud de la información contenida en su historial criminal del FBI (si tiene dicho historial).
- Si tiene un historial criminal, se le debe dar un tiempo razonable para corregir o completar el historial (o para rechazar hacerlo) antes de que los funcionarios le nieguen el empleo, licencia, u otro beneficio basado en la información contenida en su historial criminal del FBI.
- Si lo permite la política de la agencia, el funcionario le podría otorgar una copia de su historial criminal del FBI para repasarlo y posiblemente cuestionarlo. Si la política de la agencia no permite que se le provea una copia del historial, usted puede obtener una copia del historial presentando sus huellas digitales y una tarifa al FBI. Puede obtener información referente a este proceso en <https://www.fbi.gov/services/cjis/identity-history-summary-checks> y <https://www.edo.cjis.gov>.
- Si decide cuestionar la veracidad o totalidad de su historial criminal del FBI, deberá presentar sus preguntas a la agencia que contribuyó la información cuestionada al FBI. Alternativamente, puede enviar sus preguntas directamente al FBI presentando un petición por medio de <https://www.edo.cjis.gov>. El FBI luego enviará su petición a la agencia que contribuyó la información cuestionada, y solicitará que la agencia verifique o corrija la información cuestionada. Al recibir un comunicado oficial de esa agencia, el FBI hará cualquier cambio/corrección necesaria a su historial de acuerdo con la información proveída por la agencia. (Vea 28 CFR 16.30 al 16.34.)
- Usted tiene el derecho de esperar que los funcionarios que reciban los resultados de la investigación de su historial criminal lo usarán para los propósitos autorizados y que no los retendrán o diseminarán en violación a los estatutos, normas u órdenes ejecutivos federales, o reglas, procedimientos o normas establecidas por el National Crime Prevention and Privacy Compact Council.³

¹ La notificación por escrito incluye la notificación electrónica, pero excluye la notificación verbal.

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

³ Vea 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (anteriormente citada como 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) y 906.2(d).