

Fingerprinting Agencies

Each parent helper is required by the State of Maryland to have their fingerprints run through the system. All Criminal Background Checks (CBC's) fingerprints must be submitted electronically to Maryland Criminal Justice Information System (CJIS). CJIS will send the employee (parent helper), employer (BCNS) and the Office of Child Care the fingerprint results.

Below is a list of companies you can schedule an appointment with to have your fingerprints scanned. Please feel free to use a company you know of that is not on this list. This must be completed before school starts so that we can make our parent helper schedule for September. Please keep in mind that the number below is the ONLY number we have been provided by the state of Maryland.

You must use the following MSDE/Office of Child Care, Region 4, Prince George's County Authorization Number: **1100000042**

HBI & Associates, LLC

9500 Medical Center Drive
Suite 380
Upper Marlboro, MD 20774
240-770-7370
hbi-associates.com to schedule your appointment

Maryland Livescan Inc.

The Empire Towers Building,
7310 Richie Highway
Suite 610
Glen Burnie, MD 21061
410-761-6700
marylandfingerprinting.com to schedule your appointment

Apex Investigative Services

1916 South Crain Highway
Suite 11
Glen Burnie, MD
410-590-3700
apex-investigations.com to schedule your appointment

UPS Stores

Make an appointment online

CJIS MVA offices (\$49-\$69)

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

For a complete list of providers visit

<https://dpscs.maryland.gov/publicservs/fingerprint.shtml>