



Montgomery County Public Schools

FINGERPRINTING/CRIMINAL BACKGROUND CHECK LOCATIONS

AMERICAN IDENTITY SOLUTIONS	
6701 Democracy Blvd, Suite 100 Bethesda, MD 20817 301.571.9479	12800 Middlebrook Rd, Suite 112-B Germantown, MD 20874 301.383.9651
7361 Calhoun Place, Suite 485 Rockville, MD 20855 301.296.4499	12501 Prosperity Drive, Suite 200 Silver Spring, MD 20904 240.670.7952
<p>Walk-ins are Monday through Friday from 9:00 am to 4:00 pm. Appointments are available at all locations; Saturdays in Rockville upon request. Cost: \$62.50 credit card only.</p> <p>To schedule your background screening appointment at the MCPS Background Screening Office, click https://americanident.as.me/MCPS to access the unique registration link specific to this location. Fingerprinting is by appointment only.</p>	
FREQUENTLY ASKED QUESTIONS	
• WHAT TO GET:	State and FBI Background Checks
• WHAT TO BRING:	Valid Photo ID (Driver’s License, Passport, or Green Card)
• WHAT TO KNOW:	ORI #MD920523Z MCPS Agency Authorization #0000084571 For: Child Care Reason: Adam Walsh Act
• WHAT TO DO NEXT:	Please return your receipt to the Fingerprinting Office at 45 West Gude Drive, LLC 14 for additional paperwork within 24 hours. For potential employees please provide two forms of valid Identification listed on the I-9.
• WHOM TO CALL:	<p>Contractors: Division of Procurement - 240-740-7600 Procurement@mcpsmd.org Division of Design and Construction – 240-314-1000 DDC@mcpsmd.org</p> <hr/> <p>New Employees, Sub-teachers, Returning employees, and Interns: Department of Capital Management – 240-740-3000 Spanish Hotline: 240-740-2845 E-mail: ASKMCPS@mcpsmd.org (General Information Line)</p>