

CONTRACTORS

Background Screening Process-**Please read all information below**

Please ensure that you have received approval from your company's Human Resources Department before scheduling an appointment for fingerprinting. If you schedule an appointment without approval, you will be turned away and asked to reschedule at a later date. It is important to confirm with your HR department before moving forward with the fingerprinting process.

Any questions related to approval please contact The Procurement Unit at 240-740-7600 or Division of Design and Construction at 240-740-7700.

Montgomery County Public Schools (MCPS) has partnered with American Identity Solutions (AIS) to provide in-person background screening services. Please note that the schedule for these services has been modified. To schedule your background screening appointment at the MCPS Background Screening Office, please click on the link provided, which is unique to this location. Kindly note that fingerprinting is completed by appointment only.

<https://americanident.as.me/MCPS1>

[45 West Gude Drive, Suite LLC14, Rockville, MD](#)

Hours of Operation:

Monday – Friday 8 am – 3:30 pm

Fees:

There is a fingerprinting fee of \$62.50 (credit/debit card payment) **cash is not accepted**. Payment is due at the time of your Background Screening appointment and is **non-refundable**.

PLEASE NOTE: Background Screening hours of operation follow MCPS office Closures and Delayed Opening

Required identification needed to move forward with your appointment.

➤ 1 form of current government-issued identification (i.e. Driver's License, State Issued Identification Card, non-expired US Passport)

Alternate Background Screening Locations

If no fingerprinting appointments are available at the Background Screening Office, you can use an alternate location provided by AIS or register using a specific link for these locations.

<https://americanident.as.me/schedule.php>

You must come to 45 West Gude Drive, LLC 14, Rockville, MD 20850 to receive a badge and complete all necessary paperwork. Failure to complete these steps before the start of your job will prevent you from working on any MCPS worksite.

Thank you for your patience during the background screening process. If you have any further questions regarding this process, please forward them to

contractorbackgroundscreening@mcpsmd.org, or you may contact us at 240-740-4670.

Please note that we are unable to provide clearance information via email or phone. To receive information about your clearance status, you must contact your HR department.