

## EMPLOYEES/RETURNING EMPLOYEES/INTERNS

### Background Screening Processing-MCPS Background Screening Office

Montgomery County Public Schools (MCPS), in partnership with our vendor American Identity Solutions (AIS), operates under a modified schedule for in-person background screening services. To schedule your background screening appointment at the MCPS Background Screening Office, click [here](#) to access the unique registration link specific to this location. Fingerprinting is by appointment only.

#### Location:

[45 West Gude Drive, Suite LLC14, Rockville, MD 20850](#)

#### Hours of Operation:

Monday – Friday 8 am – 3:30 pm

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

#### Fees:

There is a fingerprinting fee of \$62.50 (credit/debit card payment only). Payment is due at the time of your Background Screening appointment and is non-refundable.

#### Bring the following required documents at the time of service:

- 2 forms of non-expired government-issued identification (e.g. Driver's License, Social Security Card, Birth Certificate, valid US Passport)

#### You are required to complete the following information:

- [Child Protective Services \(CPS\)](#) form; notarization will be completed on-site.  
**\*This form is available on-site and will be notarized by our staff\***

### Background Screening Requirements-Alternate Locations

If there are no available fingerprinting appointments at the Background Screening Office, you may use one of AIS's alternate locations, click [here](#) to access the unique registration link specific to these locations. After completing your fingerprinting appointment with AIS, report to the Background Screening Office to complete the remainder of your background screening process. This process will include the completion of additional required paperwork. No appointment is necessary for paperwork submission.

*NOTE: Individuals who fail to report to the Background Screening Office to complete the remainder of the background screening process will not be permitted to move forward with the onboarding process, volunteer or chaperone for MCPS school functions, or begin student internships.*

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We appreciate your patience during this process. If you have additional questions regarding the background screening process, forward your questions to [backgroundscreening@mcpsmd.org](mailto:backgroundscreening@mcpsmd.org) or you may contact us at 240-740-4670.