

# BACKGROUND CHECKS & FINGERPRINTING

## FREQUENTLY ASKED QUESTIONS

### **Q1. What is the status of my background check?**

You can find out the status of your background check by calling Customer Service at (410) 764-4501 or toll-free at 1-888-795-0011. Be prepared to provide the Reference number or Social Security number in order for the status to be checked.

### **Q2. How long does it take to complete a background check?**

The usual processing time for a state background check is less than 10 days, depending on the type of request. FBI background checks require up to 4-6 weeks.

### **Q3. How much does a background check cost?**

- For a full background check (State and FBI) - \$42.00
- For a State background only check - \$18.00
- For a State & FBI Volunteer check - \$36.00
- For a “Gold Seal” background check - \$19.00
- (for “out of United States” record check)
- (Note: An additional \$5 charge is made for each fingerprint card required for the various background checks)
- **Mentoring Programs authorized by The Maryland Mentoring Partnership receive a discounted rate of \$15.25**

### **Q4. What are the phone numbers for the courts (county, state, federal)?**

Use the following links to obtain your information or contact information (411):

- County - <http://www.courts.state.md.us/circuit.html>
- State - <http://www.courts.state.md.us/>
- Federal - <http://www.law.emory.edu/FEDCTS/>

### **Q5. Can I obtain the necessary forms I need for a background check prior to being fingerprinted?**

If you are being fingerprinted for employment purposes, you need to obtain a form (CJIS Form 011) from your employer.

If you are being fingerprinted for reasons other than employment (examples: adoption, immigration, visa, individual review, etc.) you’ll be provided the appropriate card at the time of fingerprinting.

### **Q6. Can I request a background check on someone else?**

No. The Maryland Security & Privacy Act and the Maryland COMAR Regulations prohibit background checks being performed on citizens without proper authorization.

**Q8. Is my background information public information?**

No. All information gathered and possessed by CJIS is kept secure and is not available to the public without correct authorization.

**Q15. I received a background check on my employee but I didn't learn what they were charged with. How do I find this information?**

State of Maryland background checks disclose the crimes committed. FBI background checks do not disclose specific crimes committed.

**Q16. How long does it take to conduct a background check?**

When the application is received it is reviewed to insure that all required information is present. Application fees are accounted for, demographic data is entered, the fingerprint search is conducted, and a return response (with results of the background check) is prepared, reviewed, and mailed to the requestor. In most cases results of the state background check is mailed out in less than 10 working days from receipt of the initial approved application.

**Q17. Is it possible to have a background check done on the same day?**

Same day state background checks are possible only in extreme, verifiable situations. This type of request can be made only in-person at the CJIS location at 6776 Reisterstown Road, 2nd Floor, Suite 205, Baltimore, Maryland. Be prepared to present valid documentation to justify your request.

**Q18. Do you take credit cards?**

No cash or credit cards are accepted. Only personal checks or money orders may be used to pay for background checks.

**Q21. Do you have the phone numbers and addresses of the police departments?**

Phone numbers and addresses for police departments can be found in the phone book in the government pages.

**Q24. What does the highlighted field on a rejected document mean?** Highlighted fields are used to draw your attention to the area of the application form that needs correction or additional information on state cards. Checks (√) are used for this purpose on FBI cards.

**Q25. What are the locations for having fingerprints done? (Call 888-795-0011 for hours of operation)**

**CJIS Electronic Fingerprinting Sites**  
Baltimore City: Central Repository (CJIS)  
6776 Reisterstown Road, Suite 102,  
Baltimore Maryland 21215  
(410) 764-4501

(Home Depot side of Reisterstown Plaza on the Appleby's end of the mall.)

### **Additional Sites for Electronic Fingerprinting**

*Open by appointment only. Call CJIS at 410-764-4501 or toll free number 1-888-795-0011 to make an appointment at either site.*

#### **Bel Air:**

Motor Vehicle Administration  
501 West MacPhail Road  
Bel Air, MD 21014  
(off Route 24, 1/2 mile South of Route 1)

#### **Waldorf:**

Motor Vehicle Administration  
St. Charles Business Park  
11 Industrial Park Drive  
Waldorf, MD 20602

#### **Frederick:**

Motor Vehicle Administration  
1601 Bowman's Farm Rd.  
Frederick, MD 21701  
(exit 56 off I-70)

### **Q26. Why do I have to be fingerprinted?**

Certain occupations are required by law to have fingerprint supported record checks (examples: child care providers, Public Service Commission).

Private employers may also require a fingerprint supported record check, but law may not require it.

### **Q28. I have previously had my fingerprints taken. Can they be used again or do I have to have my fingerprints taken again?**

By State law (COMAR), fingerprints must be taken for each requested background check.

### **Q30. Where do I get fingerprinted that is close to my home or work?**

Most local police stations provide fingerprinting for authorized reasons. Call the location that is convenient to you to verify this service is provided, and to find out their hours of operation.

(Source: <http://www.dpscs.state.md.us/aboutdpscs/FAQcjis.shtml#fingerprint>)

**For more FAQ relating to CJIS procedures please visit:**

<http://www.dpscs.state.md.us/aboutdpscs/FAQcjis.shtml#fingerprint>

# **NETCheck**

## **FREQUENTLY ASKED QUESTIONS**

### **Q1. What if I am not a mentoring program?**

The bill passed, Maryland General Assembly bill SB152 is specifically for mentoring programs in the state of Maryland registered with the Maryland Mentoring Partnership (MMP).

### **Q2. What is the difference between SafetyNet and NETCheck?**

SafetyNet is a fingerprint FBI check only offered through Mentor/National Mentoring Partnership

### **Q3. My program is not in Maryland but some of my mentors are, can I use NETCheck ?**

NETCheck is strictly for mentoring program in the state of Maryland.

### **Q4. Does MMP do fingerprinting?**

No, MMP does not do fingerprinting. Included on the website is a list of fingerprinting agencies across the state.

### **Q5. If I already have a CJIS authorization number do I need another for this program?**

No. The CJIS authorization number you have is valid for this program.

### **Q6. Does the NETCheck fee cover the fingerprinting costs?**

No. This \$15.25 fee does not include any costs that you may incur in obtaining fingerprints from your volunteers

### **Q7. Does CJIS do fingerprinting**

Yes. CJIS charges a flat fee of \$20.00

### **Q8. Do I send my request for CJIS authorization to MMP?**

No. Requests for CJIS authorization should be sent directly to CJIS

### **Q9. Does MMP charge any fees for registering or using NETCheck ?**

No. MMP does not charge any fees for registering or using for **NETCheck** .

**Q10. Can I do checks in other states and get the discount?**

No. The state check is for Maryland only.

**Q11. Is the background check \$15.25 for each (state & federal)?**

No. **NETCheck** covers both the Federal and State check for one price, currently \$15.25

**Q12. Do I send my payments to MMP?**

No. All payments for background checks go directly to CJIS

**Q13. What if I only want the Federal check and not the State or vice versa?**

**NETCheck** was designed to search both the Federal and State databases because there can be information on one that is not on the other. We recommend that you do the most thorough background check available.

**Q14. How long does it take to complete a background check?**

The usual processing time for a state background check is less than 10 days, depending on the type of request. FBI background checks require up to 4-6 weeks.

**Q15. Can I get my discount cards prior to submitting the agreement form?**

No. The MMP agreement form with your valid CIJS authorization number must be submitted before MMP will mail out your discount cards.

**Q16. Can I do a background check on anybody?**

This program is designed to give mentoring programs a discount on background checks for individuals in their mentoring program including staff and mentors. Any other use is in violation on the program guidelines

**Q17. How many cards can I request?**

Request an amount of cards based on how many people you normally process during a given quarter.

**Q18. What if I run out of cards, can I request more?**

Yes, requests for additional cards can be sent to MMP, by email to: [info@marylandmentors.org](mailto:info@marylandmentors.org)

**Q19. Do I have to complete the program information form prior to getting the discount cards?**

Yes. You must register your program with MMP prior to receiving discount cards.

**Q20. Once I submit all required documentation how long before I get the discount cards in the mail?**

It will take approximately 7-10 business days for you to receive your discount cards in the mail.

**Q21. Who gets the background check report?**

The report will come directly to you and MMP has no access to the information.

**Q22. If I change mentoring programs, can I take the CJIS authorization number with me?**

No. The CJIS authorization number belongs to the program, not the program coordinator.

**Q23. What if I do not complete my quarterly report?**

Requests for valid cards for the next quarter will not be honored until your quarterly report is complete.