

MONTGOMERY COUNTY PUBLIC SCHOOLS

Background Screening Packet

EMPLOYEE ID: _____

TODAY'S DATE: _____

FULL LEGAL NAME: _____

LAST NAME
FIRST NAME
MIDDLE NAME

DATE OF BIRTH (mm/dd/yyyy) _____ / _____ / _____ SOCIAL SECURITY# _____ - _____ - _____ GENDER: MALE FEMALE

ETHNICITY: HISPANIC YES NO

RACE: AMERICAN INDIAN/ALASKAN NATIVE ASIAN BLACK/AFRICAN AMERICAN
 HAWAIIAN/PACIFIC ISLANDER ASIAN WHITE

CURRENT ADDRESS :		APT #
CITY:	STATE:	ZIP CODE:
DAYTIME PHONE:	EVENING PHONE:	
EMAIL ADDRESS:		



POSITION APPLIED FOR BELOW (check one)

TEACHER/SUB TEACHER	N/A
STUDENT INTERN/OBSERVATION	N/A
FT/PT EMPLOYEES SUB/TEMP EMPLOYEES	POSITION APPLIED FOR:
PAID COACH	SCHOOL: _____ SPORT: _____
VOLUNTEER COACH (NON-PAID)	SCHOOL: _____ SPORT: _____

OFFICE USE ONLY DO NOT WRITE BELOW

NEW HIRES/INTERNS	DATE/INT.
CJIS	
RAPBACK	
ATS	
*19 - DOC LIST GIVEN	
*19 - NEED 2 ND ID	
*19 - REC'D 2 ND ID	
*SENT TO DCI	
*DCI STATUS: Clear/Not Clear	
LAWSON	
FP EMAIL	

PAID COACHES	DATE/INT.
CJIS	
RAPBACK	
ATS	
*19 - DOC LIST GIVEN	
*19 - NEED 2 ND ID	
*19 - REC'D 2 ND ID	
*SENT TO DCI	
*DCI STATUS: Clear/Not Clear	
FILEMAKER	
LAWSON	
FP EMAIL	
SCAN TO DRIVE	

VOL. COACHES	DATE/INT.
CJIS	
RAPBACK	
FILEMAKER	
SENT TO DCI	
**DCI STATUS: Clear/Not Clear	
FP EMAIL	
SCAN TO DRIVE	
*ENTER NOTES INTO ATS	
** UPDATE FILEMAKER	

FINGERPRINT DATE	STATE	FBI	CJIS NUMBER	DATE REF TO DCI



STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES
CRIMINAL JUSTICE INFORMATION SYSTEMS – CENTRAL REPOSITORY

LIVESCAN PRE-REGISTRATION APPLICATION

APPLICANT INFORMATION - PLEASE FILL IN ALL BOXES NEATLY!

LAST NAME:		FIRST:		MIDDLE:	
Date of Birth: (mm/dd/yyyy) / /		Social Security #: - -		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Height: ft. inches	Weight: lbs	Hair Color:		Eye Color:	
Race: <input type="checkbox"/> Black <input type="checkbox"/> White		<input type="checkbox"/> Asian/Pacific Islander		<input type="checkbox"/> American Indian/ Alaskan Native <input type="checkbox"/> Unknown	
U.S. State of Birth:			Citizenship:		
Foreign Country of Birth:					
Current Address:					
Apt:					
City:		State:		ZIP Code:	
Daytime Phone:		Evening Phone:		Driver's License # and State:	

REQUIRED INFORMATION

Please Circle **Yes** or **No** for Each Question-

Have you ever been **convicted and/or received probation** for any criminal activity? YES NO

Do you have any pending criminal charges? YES NO

AGENCY INFORMATION

Agency Authorization#: 0000084571 (must be 10 Digits)		CCA# (Childcare only, if required) N/A	
ORI # (if required): MD004455Y		Reason fingerprinted? ADAM WALSH ACT	
Potential Job Title(if applicable): N/A			
Request Type: (Choose one ONLY) <input type="checkbox"/> Adult Dependent Care <input type="checkbox"/> Attorney/Client <input checked="" type="checkbox"/> Child care <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Gold Seal/ Adoption <input type="checkbox"/> Gold Seal/Letter/VISA <input type="checkbox"/> Government Employment		<input type="checkbox"/> Government Licensing or Certification <input type="checkbox"/> Immigration/VISA <input type="checkbox"/> Individual Challenge <input type="checkbox"/> Individual Review <input type="checkbox"/> MSP Licensing <input type="checkbox"/> Private Party Petition <input type="checkbox"/> Public Housing	



MONTGOMERY COUNTY PUBLIC SCHOOLS

www.montgomeryschoolsmd.org

MARYLAND



Authorization for Criminal History Record Information

I _____ (print full legal name), the undersigned, do hereby authorize the Montgomery County Public Schools (MCPS) to procure Criminal History Record Information (CHRI) from the State of Maryland and/or Federal Bureau of Investigation (FBI).

I further authorize any person, business, business entity, or governmental agency who may have information regarding my CHRI to disclose the same to MCPS, regardless of whether such person, business, business entity, or governmental agency compiled the information itself or received it from another source.

Finally, I understand that I have the opportunity to complete or challenge the accuracy of the FBI's CHRI, as set for in Title 28, Code of Federal Regulations, §16.34. I acknowledge that a copy of the procedures for obtaining a change, correction, or update was provided to me at the time of signing this authorization.

Signature

Date

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notices and that the results of the check are handled in a manner that protects the applicant's privacy. All notices must be provided in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.), Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- Officials must ensure that each applicant receives an adequate written FBI Privacy Act Statement (dated 2013 or later) when the applicant submits his/her fingerprints and associated personal information.²
- Officials must advise all applicants in writing that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34. Information regarding this process may be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- Officials must provide the applicant the opportunity to complete or challenge the accuracy of the information in the FBI criminal history record.
- Officials should not deny the employment, license, or other benefit based on information in the FBI criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the FBI criminal history record for authorized purposes only and cannot retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant the FBI Privacy Act Statement, the 28 CFR 50.12 notice, and the opportunity to correct his/her record. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of FBI criminal history records for noncriminal justice purposes.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).