

## **Instructions for Applying For CHRC**

A CHRC will include both a State and national criminal history records check conducted by the Maryland Department of Public Safety and Correctional Services, Criminal Justice Information System (CJIS). Contact the CJIS Central Repository direct at 410-764-4501 or 1-888-795-0011 if you have questions, concerns and to request fingerprint cards.

*If you applied to the Board for an initial license or reinstatement of an expired license after October 1, 2016, the Board already has your CHRC results. You do not have to submit a second CHRC to renew your license. You can disregard information pertaining to CHRC.*

An applicant for renewal shall apply to CJIS for a CHRC and the application shall include:

1. Two complete sets of legible fingerprints taken on forms approved by CJIS and the FBI; and
2. Payment of the required fees. Total fee is \$50.00 (if done by CJIS). Fee is subject to change.

### **In order to get fingerprinted, the fingerprinting entity will need the following Board specific information:**

- CJIS Authorization #: 1600000743
- FBI ORI #: MD 920522Z
- Reason Fingerprinted: Professional License
- Type of Check: Governmental Licensing/Certification

*Results of CHRC in another state or conducted elsewhere in Maryland cannot be sent to the Board. Your fingerprinting results are not shared with other agencies. You have to apply for CHRC to the Maryland Board using the CJIS and FBI authorization numbers listed above.*

CHRC results will be maintained in the Maryland and FBI data base for further identification purposes. Applicants have the right to challenge their record. View the FBI Non-Criminal Justice Applicant's Privacy Rights Notice on the Board's website at [www.mbp.state.md.us/forms/fbi\\_privacy\\_rights.pdf](http://www.mbp.state.md.us/forms/fbi_privacy_rights.pdf).

The name the Board has on file for you **must** match the name on your CHRC fingerprint card. If there is a discrepancy in your name, your CHRC report will not be matched to your name. If you have legally changed your name, please submit a Name Change Application ([Allied Health Name Change Request Form](#)) at least one week prior to submitting a CHRC. Once processed, the Board will be able to match the CHRC to the licensure name.

### **1. Within Maryland**

- a. Go to an authorized location to get fingerprinted before completing your renewal application. For a list of electronic fingerprinting locations go to the following website: <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>. The Board is not responsible for the list. If there are any concerns about a fingerprinting location please contact CJIS directly.
- b. Provide the fingerprinting entity the CJIS Authorization number and FBI ORI number referenced at the top of this notice.
- c. Pay the appropriate fee to the fingerprinting entity. CJIS will send CHRC results to the Board within 24-72 hours. Please do not contact the Board to verify receipt.

### **2. Outside of Maryland**

- a. Out of state applicants have the option of using a Maryland location for fingerprinting. If a Maryland location is used follow the instructions above for applicants within Maryland. If a

location outside of Maryland is used, follow the instructions below.

- b. Either:
  - i. Write to CJIS-Central Repository at P.O Box 32708, Pikesville, Maryland 21282-2708, **or**
  - ii. Call the Central Repository in Baltimore City at 410-764-4501 or toll free number 1-888-795-0011 to request fingerprint cards.
- c. Have CJIS Authorization number and FBI ORI Board numbers available to complete your submission.
- d. Mail the fingerprint card and associated fee to CJIS-Central Repository, P.O Box 32708, Pikesville, Maryland 21282-2708, or overnight the fingerprint card to 6776 Reisterstown Road, Suite 102, Baltimore Maryland 21215. *Do not mail to the Board of Physicians.*
- e. Please include a check or cashier's check made out to "CJIS Central Repository." CJIS will send CHRC results to the Board within 24-72 hours. Please do not contact the Board to verify receipt.

### **3. Fees:**

Fees are required for CJIS to process each criminal background record check request. All fees must be paid by credit card, personal or cashier check in United States currency. The Central Repository cannot accept cash or money orders. Payment must be for the exact amount. Overpayment will result in CJIS returning your application and fee back to you.

**The total fee is \$50.00 (\$30.00 background check and \$20.00 fingerprinting service) if done by CJIS.** Fee is subject to change. However, the cost of fingerprinting services from private providers may vary. The fingerprinting fee must be paid directly to the fingerprinting entity. Do not send any payment to the Board, as it does not conduct CHRCs. For additional information contact CJIS at 410-764-4501 or visit <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>.

### **Questions?**

Should you have any questions, concerns, or to check the status of a criminal history record information request, please contact the CJIS Call Center at 410-764-4501 or 1-888-795-0011, Monday-Friday 8:00 a.m. – 5:00 p.m. **The Board cannot assist you in this regard.**