

STEPS FOR SPORTS OFFICIALS / REFEREES TO BE FINGERPRINTED AND CLEARED FOR BALTIMORE COUNTY PUBLIC SCHOOLS:

ORDER OF ACTION:

1. Find a fingerprint provider (you should call ahead to determine if appointment is required.)
2. Take the FINGERPRINTING FLYER FOR CONTRACTORS to the appointment (This will allow BCPS to receive the background reports)
3. Scan and email back the Response Form with a signed Release
4. Backgrounds will be processed within a business week of receiving the response form and release.
5. Once cleared the fingerprint clearance card will be mailed to the address listed on the response form.

BACKGROUND CHECK REQUIREMENTS for printing independent contractor sports officials / referees who will work on BCPS property:

- **Fingerprinting Flyer** – *This form must be given to the fingerprint provider so that BCPS will receive the criminal record reports.*
- **Fingerprinting Providers** can be found on the Department of Public Safety website under Fingerprinting Services– here is a link <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>
- **COMAR Barrier Crimes– Review prior to making fingerprint appointment** *Anyone with a conviction or PBJ of the crimes on the COMAR Barrier Crimes list will not be permitted to work on BCPS property. Also, anyone with **pending** criminal charges or **currently on probation** will not be permitted to work on BCPS property.*

In addition to the attached barrier crimes list, for BCPS:

- Most felony convictions are a seven (7) year disqualifier.
- Many misdemeanor convictions are a three (3) year disqualifier.
- Any concerns or criminal disclosures should be addressed directly to mbasler@bcps.org with a call back number for confidential discussion.

The **following documents must be sent** to Baltimore County Public Schools, Office of Investigations and Records Management as soon as you have been fingerprinted:

1. Response Form for Required Criminal Background Checks

2. Authorization and Release Affirmation (the NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS and PRIVACY ACT STATEMENT should be read, and acknowledged on release affirmation form)

Response Form and release must be sent to mbasler@bcps.org
Scan and email in pdf is preferred so we can acknowledge receipt and contact you easily.
If you are unable to email you may mail or fax the forms.

Mailing address: Office of Investigations and Records Management
6901 N. Charles Street, Building D
Towson, MD 21204

Confidential Fax: 410-296-2158



BALTIMORE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
 Employment Dispute Resolution
 Office of Investigations and Records
 Management 6901 Charles Street, Building D
 Towson, MD 21204
 Phone: 443-809-8941; Fax: 410-296-2158

Response Form for Required Criminal Background Checks

PLEASE COMPLETE AND RETURN
AS SOON AS YOU HAVE BEEN FINGERPRINTED TO: mbasler@bcps.org
 or mail to **BALTIMORE COUNTY PUBLIC SCHOOLS**
Office of Investigations and Records Management
6901 N. Charles Street, Building D Towson, MD 21204,
 or **Confidential Fax to: 410-296-2158**

Under Maryland law (§6-113 of the Education Article of the Maryland Code) enacted in July, 2015, any contractor or member of the contractor’s workforce who will be working on Baltimore County Public Schools (BCPS) property must undergo a criminal background check, including fingerprinting. This law is in conjunction with the Maryland law stating that contractors may not knowingly employ a registered sex offender to work on school property.

RESPONSE FORMS MUST BE RECEIVED WITHIN 10 BUSINESS DAYS OF BEING PRINTED. IF NOT RECEIVED IN THAT TIME FRAME RE-PRINTS AT CONTRACTORS EXPENSE MAY BE REQUIRED.

SECTION 1: CONTRACTOR INFORMATION – to be completed for new contracts and current contract extensions.

Officiating Organization Name: _____

Officiating Organization contact name and phone number:

Your Complete Mailing Address (your fingerprint clearance card will be mailed to this address):

Your Email: _____ Your Phone Number: ____ - ____ - ____

Date fingerprinted: _____ Date form sent: _____

SECTION 2: NAME of person WHO HAS BEEN FINGERPRINTED

The following individual has undergone a criminal fingerprint-based background check, specifically for childcare **PRINT FULL LEGAL NAME:**

Full Legal Name _____ **Date of Birth** ____/____/____

SECTION 3: SIGNATURE & RELEASE REQUIREMENTS

THIS FORM MUST BE ACCOMPANIED BY A SIGNED Authorization and Release Affirmation

This documentation confirms that you are legally authorized to work in the United States in accordance with the U.S. Citizenship and Immigration Services standards of employment eligibility.

Signature: _____ Date: ____/____/____

**AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A
INVESTIGATIVE REPORT FOR CONTRACTOR**

I, _____ (clearly print full legal name) do hereby authorize **BALTIMORE COUNTY PUBLIC SCHOOLS**, by and through the fingerprint provider to procure a fingerprint-based investigative criminal history records report on me. The above-mentioned reports include Federal Bureau of Investigation (FBI) and State of Maryland criminal records reports.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **BALTIMORE COUNTY PUBLIC SCHOOLS**, including, but not limited to, any courthouse, any public agency, and any and all law enforcement agencies, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

I hereby release **BALTIMORE COUNTY PUBLIC SCHOOLS**, as well as my current employer, _____ (clearly print officiating organization name), and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs or others making such claims or demands on my behalf, for procuring, providing and/or assisting with the compilation or preparation of the investigative report hereby authorized.

PLEASE NOTE THAT **BALTIMORE COUNTY PUBLIC SCHOOLS MAY RECEIVE ALERT NOTICES WHEN FUTURE ARRESTS / COURT DATES / CRIMINAL INFORMATION IS POSTED TO THE FBI AND/OR THE STATE OF MARYLAND.*

My initials below **affirm that I have received copies** of the following documents as required by the FBI:

“NONCRIMINAL JUSTICE APPLICANT’S PRIVACY RIGHTS”: _____ (initial here upon receipt)

“PRIVACY ACT STATEMENT”: _____ (initial here upon receipt)

Signature _____ Date of Birth _____

Date signed _____

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.²
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or update of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.³

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not 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.⁴

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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

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

³ See 28 CFR 50.12(b).

⁴ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Social Security Account Number (SSAN). Your SSAN is needed to keep records accurate because other people may have the same name and birth date. Pursuant to the Federal Privacy Act of 1974 (5 USC 552a), the requesting agency is responsible for informing you whether disclosure is mandatory or voluntary, by what statutory or other authority your SSAN is solicited, and what uses will be made of it. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Additional Information: The requesting agency and/or the agency conducting the application-investigation will provide you additional information pertinent to the specific circumstances of this application, which may include identification of other authorities, purposes, uses, and consequences of not providing requested information. In addition, any such agency in the Federal Executive Branch has also published notice in the Federal Register describing any systems(s) of records in which that agency may also maintain your records, including the authorities, purposes, and routine uses for the system(s).



COMAR BARRIER CRIMES

UNDER MARYLAND LAW, BALTIMORE COUNTY PUBLIC SCHOOLS **CANNOT HIRE** ANYONE WHO HAS **EVER** BEEN **CONVICTED** OF THE FOLLOWING CRIMES:

- **Abduction**
- **Armed carjacking**
- **Arson**
- **Assault in the first degree**
- **Assault with intent to commit a sexual offense in the 2nd degree**
- **Assault with intent to murder**
- **Assault with intent to rape**
- **Assault with intent to rob**
- **Burglary 1st degree**
- **Burglary 2nd degree**
- **Carjacking**
- **Child abuse in the 1st degree**
- **Child abuse of a minor**
- **Handgun in the commission of a felony or other crime of violence**
- **Kidnapping**
- **Maiming**
- **Manslaughter (except involuntary manslaughter)**
- **Mayhem**
- **Murder**
- **Rape**
- **Robbery**
- **Sexual abuse of a Minor**
- **Sexual offense in the 1ST, 2ND or 3rd degree**



FINGERPRINT FLYER FOR CONTRACTORS/ SPORTS OFFICIALS



FINGERPRINT AUTHORIZATION NUMBER:

9000017493

ORI CODE (FOR CHILDCARE):

MD920523Z

This flyer must be taken with you when you go to be fingerprinted for

BALTIMORE COUNTY PUBLIC SCHOOLS

All contractors being fingerprinted for Baltimore County Public Schools (BCPS) need to present this flyer when being fingerprinted by the Maryland Criminal Justice System (CJIS) or an approved provider. These codes will allow BCPS to receive a copy of the background check. Once the background check has been received by BCPS and reviewed, a fingerprint card will be mailed to the contractor company. *No contractor's employee is cleared to work on BCPS property until this fingerprint card is received by the contractor company.*

**PRESENT TO PRIVATE
PROVIDER TO BE
FINGERPRINTED FOR :**

**BALTIMORE COUNTY
PUBLIC SCHOOLS**

**DIVISION OF HUMAN
RESOURCES**

**EMPLOYMENT DISPUTE
RESOLUTION**

**OFFICE OF
INVESTIGATIONS AND
RECORDS MANAGEMENT**

