THESE ARE INSTRUCTIONS FOR COMPLETING THE TWO FINGERPRINT CARDS AND OBTAINING YOUR CRIMINAL HISTORY RECORDS CHECK (CHRC).

PLEASE READ ALL INSTRUCTIONS CAREFULLY. FAILURE TO FOLLOW THE INSTRUCTIONS WILL LEAD TO DELAY OF CERTIFICATION. IT IS THE APPLICANTS' RESPONSIBILITY TO ENSURE THAT THE CORRECT INFORMATION IS RECEIVED.

CJIS Approved Commercial Fingerprinting Services

Private Fingerprint Providers/Mobile Units – May come to your facility when contacted directly by you. Please use the Private Fingerprint Providers before contacting CJIS or MVA sites

The cost of fingerprints may vary from site-to-site

1. Private Fingerprint Providers/Mobile Fingerprint Units

   All American Protective Services, LLC
   2275 Research Blvd, Suite 500
   Rockville, MD 20850
   Telephone: 301.296.4499 x1182
   www.mdfingerprint.com/

   Apex Investigative Services
   1916 Crain Hwy S. Ste 11
   Glen Burnie, Md. 21061
   Phone: 410-590-3700
   www.apex-investigations.com

   Grand Mission Consult
   129 N. West Street
   Easton, Md. 21601
   Telephone: 866-987-3767
   www.inquiriesinc.com

   Harborview Investigations
   308 Crain Highway, NW, Suite 201
   Glen Burnie, MD 21061
   Telephone: 410-761-6700
   www.marylandfingerprinting.com

   Mid-Atlantic Regional Investigations, LLC
   1202 West Street
   Annapolis, MD 21401
   Telephone: 888-320-7775
   http://www.marinvestigations.com/

   L-1 Enrollment Services
   Multiple Locations
   Call for an appointment
   Telephone: 877-467-9215
   www.ibtfingerprint.com/

2. CJIS Electronic Fingerprinting Site – 410-764-4501 / 1-888-795-0011 (toll free)

   Baltimore City: Central Repository (CJIS) 6776 Reisterstown Road, Suite 102, Baltimore Maryland 21215, (Home Depot side of Reisterstown Plaza on the Appleby's end of the mall. The Board of Nursing is located on the same side at the opposite end of the mall.)

   No appointment Necessary

   8:30a.m. to 5p.m. Monday, Tuesday, Wednesday, & Friday.
   8:30a.m. to 6:30p.m. Thursday
   8:30a.m. to 4:30 p.m. 1st and 3rd Saturdays of each month

   (Please Call or Check web-site for additional times and locations)
   http://www.dpscs.state.md.us/publicservs/fingerprint.shtml

3. MVA Additional Sites for Electronic Fingerprinting

   All MVA Site locations are open from 8:30 am to 4:00 pm. BY APPOINTMENT ONLY

   You may call the CJIS Customer Service Desk to make appointments between the hours of 8 & 5pm.
   Mon. through Fri. 410-764-4501 or 1-888-795-0011

   The cost is $20 for fingerprinting plus the cost of the record check at these locations

   Bel Air
   501 West MacPhail Rd.
   Bel Air, Md. 21014

   Frederick
   1601 Bowman's Farm Rd.
   Frederick, Md. 21701

   Salisbury
   251 Tilghman Road
   Salisbury, Md. 21801

   Waldorf
   11 Industrial Park Drive
   St. Charles Business Park
   Waldorf, Md. 20602
INSTRUCTIONS TO OBTAIN THE CRIMINAL HISTORY RECORDS CHECK (CHRC) BASED ON THE FINGERPRINTS.

Certified Nursing Assistant (CNA)

A 90 Day Letter will not be issued unless verification that the fingerprints have been taken to initiate the criminal history records check is submitted to the Board with the application for nurse aide certification. A certificate will not be issued until the criminal history record check is received and approved by the Board.

Type or print all information in black ink.
Do not sign the forms until told to do so

1. Results are returned faster to the Board if the fingerprints have been done electronically. Please see insert referencing the electronic fingerprints. When you get your fingerprints done, you will receive a printed verification form with your name, date of print, transaction/reference number and signature of person taking prints. Submit the printed verification with your nurse aide application.

2. Take at least one of the following proper forms of identification with you. Documents must be current:
   - Maryland driver's license or another state or country driver's license; or
   - Passport; or
   - Certificate of U.S. citizenship; or
   - Alien registration card; or
   - Identification card issued by a state or local governmental agency, the District of Columbia, a United States territory, or a foreign government.

3. Completing the State (lavender) card:
   - Fill in only the front of the card prior to fingerprinting- your signature will be obtained when you provide your identity,
   - Fill in your birthday (e.g. month/day/year - 05/27/1988 - all four digits for the year),
   - Place of birth- state or country,
   - Citizenship- country,
   - Height and weight- do not use fraction of inches or pounds,
   - Race codes:
     I- American Indian or Alaskan Native
     A- Asian or Pacific Islander
     B- African American
     W- White (including Hispanic/Latino)
     O- Other,
   - Gender/Sex- "F" for female: "M" for male,
   - Eyes/hair- color of your eyes and hair,
   - SS# or work visa number – if you do not have one enter 000 00 0000; do not use a tax ID number,
   - Maryland driver’s license – write in your Maryland driver’s license number. If you do not have a Maryland driver’s license, write in N/A,
   - Leave the position applied for blank,
   - On right hand side of the form, unless already checked, check boxes: (a) State and FBI and (b) Government licensing or certification.
   - Do not fill out the disclosure section on the state card.

4. Completing the FBI (blue) card:
   - Fill in your name and address (residence of person fingerprinted),
   - Fill in personal identifying data the same way as on the state card (date of birth, country of citizenship, sex, height, weight, eye and hair color, place of birth). Write in your race-do not use the abbreviation that you use on the state card, and Fill in Armed Forces number, SSI# and miscellaneous#, only if appropriate.
5 On either card, if you fill in something you were told not to fill in, draw a single line through it and send in the cards. Fill cards in fully and accurately or they will be rejected by CJIS and returned to the address provided on the card.

6 If you are unable to access electronic fingerprinting, please contact the MBON C.N.A./C.M.T program electronically at lbarner@dhmh.state.md.us to request the hard copy lavender and blue fingerprint cards. You will need to call your local police barracks for times and locations to have your prints rolled.

7 If you have questions, check the Board’s website (mbon.org) under Criminal History Records Checks, Frequently Asked Questions (FAQs). THEN, if you have further questions about the fingerprinting process or CHRC,

8 If you have any questions:
   a. Consult the Board’s website for the status of your application, or
   b. Consult the Board’s website for CHRC process questions - located under Criminal History Records Checks link
   c. If you have questions about the CHRC results, you may contact Dorothy Haynes, Legal Associate and leave the following information (leave your name, telephone number, ssn, transmittal number, and- if your application is at the Board at one of the following:
      i. 410-585-1952 or
      ii. fax 410-358-3530, or
      iii. dhaynes@dhmh.state.md.us.
APPLICATION FOR CRIMINAL HISTORY RECORD CHECK

READ INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION
ONLY ORIGINAL APPLICATION WILL BE PROCESSED
TYPE OR PRINT ALL INFORMATION CLEARLY
CHECK OR MONEY ORDER (NO CASH) MADE PAYABLE TO:
CJIS-CENTRAL REPOSITORY
MAIL COMPLETED APPLICATION TO:
CJIS, P.O. BOX 32708, Pikesville, MD 21282-2708
OR RETURN TO REQUESTING AGENCY
FOR ASSISTANCE CALL 410-764-4501

( ) State Only
( ) State and FBI
( ) State and FBI Volunteer

CHRI REQUEST TYPE:
Check Only One
( ) Adult Dependent Care
( ) Attorney/Client
( ) Criminal Justice
( ) Child Care
( ) Criminal Justice
( ) Gold Seal Letter/Adoption
( ) Gold Seal Letter/Visa
( ) Government Employment
( ) Government
( ) Licensing or Certification
( ) Immigration/Visa
( ) Individual Challenge
( ) Individual Review
( ) MSP Licensing
( ) Private Employer Petition
( ) Public Housing Authority
( ) Payment Enclosed
Amount $ ____________
Check or M.O. # ____________
( ) Bill Authorization Account
(must have approved billing agreement)
( ) Indigent (Form must be attached
with verification)
( ) One FDI fingerprint card enclosed
for FBI

APPLICANT

SIGNATURE OF PERSON FINGERPRINTED

RESIDENCE OF PERSON FINGERPRINTED

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

EMPLOYER

Maryland Board Of Nursing
4140 Patterson Avenue
Baltimore, MD 21215

MD. ANN. CODE, HEALTH OCC.
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