

## Fingerprinting and Background Checks

All Club SciKidz MD employees **must** be fingerprinted and background checked before they can work. While we have set up the arrangements for you to be fingerprinted, and it will be billed to us (it won't cost you anything when you get it done), **it is up to you to schedule it and get it done on your own time before Wednesday, June 8<sup>th</sup>**. I have made arrangements for you to have your fingerprinting done with three different businesses in Anne Arundel County, Howard County, and Montgomery County that are as centrally located as possible. Out of the three, you are welcome to choose the location that is most convenient for you. Each business has a different procedure so please read the information for the site you are using carefully. **For all locations**, you will need to take a government photo ID (ie. license, passport, etc.). You canNOT be fingerprinted without a government photo ID.

**IF YOU HAVE BEEN FINGERPRINTED & BACKGROUND CHECKED WITHIN THE LAST YEAR....** you can fill out the 365-day Form to have your results forwarded to us, free of charge. Email me for the form and directions if you've been fingerprinted in the last year and have the reference number. \*\*

*\*\*\* \$30 will be deducted from your first paycheck to help cover the cost of the fingerprinting. If you do not want to use one of the three companies that I have made arrangements with, you may go to the place of your choice, but you will need to pay for it and will not be reimbursed.\*\*\**

*Please get this done as soon as possible. If you are away at school, call now to make an appointment for as soon as you are back. **If you need until after June 8<sup>th</sup>, please let me know.***

### **ANNE ARUNDEL COUNTY**

**Maryland Livescan Fingerprinting**, The Empire Towers Building, 7310 Ritchie Hwy. Suite 610, Glen Burnie, MD 21061-3296

BY APPOINTMENT ONLY, Monday-Friday, 8am to 4pm; **(Call for an appointment ASAP!!)**

1. Go to [www.marylandfingerprinting.com/clubscikidzmd.html](http://www.marylandfingerprinting.com/clubscikidzmd.html) to preregister. Complete all of the information on this page. Because you are filling it out on the webpage, you will **not** need to print out and fill in the

attached form. *(Note: Some browsers will say that the website is not secure, but it and their online registration system is SSL protected and 100% secure.)*

2. Call (410) 761-6700 to schedule your appointment. You **MUST** have an appointment. Tell them that you are a Club SciKidz MD employee.
3. Go to your scheduled appointment and be sure to have your government issued photo ID.

## HOWARD COUNTY

**FYI Fingerprints**, 3696 Park Ave, Suite 103, Ellicott City, MD 21043

410-418-4657 <https://www.fyifingerprints.com>

Walk-ins accepted; M 9am-2pm, T 9am-7pm, W 9am-4pm, Th 9am-7pm, F 9am-4pm, S 9am to 12 pm, Su Closed *Might want to call to confirm their hours before going.*

1. Print and fill out the attached Pre-Screening Application.
2. Take the completed form and your photo ID to get fingerprinted.
3. When you arrive, let them know that you are a Club SciKidz MD employee. If they have any questions, my contact information is at the top of the Pre-Screening application.

## MONTGOMERY COUNTY

**American Identity Solutions**

*There are four Montgomery County solutions-- pick the one that is most convenient for you. You MUST make an appointment either by phone or online. Walk-ups are NOT accepted. The #s, addresses and hours for each location is listed on the attached form.*

1. Print out the attached form (MoCo Fingerprinting Form) and use it to make an appointment.
2. Make an appointment at the location that is most convenient for you. You can write the appointment information on the form.
3. To save time at your appointment, print out and complete the LiveScan Pre-Screening Application and take it with you to your appointment.
4. When you go to your appointment **you MUST take this form and a government issued ID.** It is recommended that you take the Pre-Screening Application with you as well.