Office of Human Resources
10910 Clarksville Pike
Ellicott City, MD 21042
Nicole M. Carter, Executive Director

HCPSS Fingerprinting Procedure

All prospective HCPSS interns must be fingerprinted by our approved vendor FYI Fingerprints. The following information is an overview of this process and procedure for interns to complete and be cleared to begin their placement in HCPSS.

The following information is FYI Fingerprints location and contact information:

Address:	3696 Park Avenue, Suite 103 Ellicott City, MD 21043
Phone:	(410) 418-4657
Website:	www.fyifingerprints.com

The cost for fingerprinting is **$51.25**. FYI Fingerprints accepts payment by cash or credit (Visa, MasterCard, Discover and/or American Express). *They do not accept personal checks*. Please be sure that you do the following:

1. Arrive at least **30** minutes before closing.
   Hours of operation are:

Monday	9:00 am – 2:00 pm
Tuesday/Thursday	9:00 am – 7:00 pm
Wednesday/Friday	9:00 am – 4:00 pm
Saturday	9:00 am – 12:00 pm

2. Have (1) valid form of photo identification.
3. To complete the process **you must** email a copy of the fingerprinting receipt from FYI Fingerprints to Barbara Liberto @ Barbara_liberto@hcpss.org or send it to Barbara Liberto, Office of Human Resources, 10910 Clarksville Pike, Ellicott City, MD 21042.

Directions from Route 40 East:

Take a right at the first traffic light (Rogers Avenue). Follow Rogers Ave. for approximately ¾ mile. (Road turns into Courthouse Drive.) Follow the signs for the Circuit Court/ Sherriff's Office. You will arrive at two big parking lots on your right side where you can park. At the stop sign is Park Avenue. FYI Fingerprints is the first building on the corner (white building with blue shutters.) Proceed to the first floor and the first office on the right.

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State of Maryland
Department of Public Safety and Correctional Services
Criminal Justice Information Systems – Central Repository

LIVESCAN Pre-Registration Application			
Name:			
Date of Birth:	SSN:	Gender: ☐Male ☐Female	
Height: ft. inches	Weight: lbs.	Eye Color:	Hair Color:
Race: ☐Black ☐White ☐Asian/Pacific Islander		☐Native American	☐ Other:
Place of Birth:		Citizenship:	
Current Address:			
City:	State:	Zip code:	
Daytime Phone:	Evening Phone:	Driver's License #:	
Agency Information			
Agency Authorization #:			
ORI# (if required):		Reason fingerprinted?	
Position Applied for:			
Request Type: (choose one ONLY)			
☐Adult Dependent Care ☐Attorney/Client ☐Child Care ☐Criminal Justice ☐Gold Seal/Adoption ☐Gold Sean/Letter/VISA ☐Government Employment		☐Government Licensing or Certification ☐Immigration/VISA ☐Individual Challenge ☐Individual Review ☐MSP Licensing ☐Private Party Petition ☐Public Housing	
Mail Response to: **(Mailing option only available for Visa Gold Seal and/or Individual Review)**			
Name: Human Resources, The Howard County Public School System			
Address: 10910 Clarksville Pike, Ellicott City, MD 20142			

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