

Background Screening Processing

MCPS Background Screening Office

Montgomery County Public Schools (MCPS) collaborates with American Identity Solutions (AIS), for in-person background screening services. The MCPS Background Screening Office is located at 850 Hungerford Drive, Room 137, Rockville, Maryland. Appointments are required and can be made on the [MCPS fingerprinting appointment calendar link](#).

Note: Fingerprinting is available by appointment only.

The Background screening office is located at the address below:
Carver Educational Services Center (CESC), North Entrance
850 Hungerford Drive, Suite 137
Rockville, MD 20850
240-740-4670

For directions, click [this map](#)

Hours of Operation:

Monday – Friday 8 a.m.–3:30 p.m.; Closed 1–2 p.m.

PLEASE NOTE: Background Screening hours of operation follow MCPS office closures and delayed opening

Fee:

There is a fingerprinting fee of \$62.50 (credit/debit card payment only). Payment is due at the time of your background screening appointment and is non-refundable.

Bring the following required documents at the time of service:

- One form of non-expired government-issued identification (e.g. Driver's License, State Issued Identification Card, non-expired US Passport)

Background Screening-Alternate Locations:

Alternatively, you may choose a state-approved fingerprint agency. Information for state-approved alternate locations can be found on the [Maryland Department of Public Safety and Correctional Services webpage](#).

At all locations, you will be required to provide a valid photo identification, i.e. driver's license, passport, or green card.

Alternate locations will require one or both of the numbers below:

ORI number: MD920523Z

MCPS Agency Authorization number: 0000084571

After completing your outside fingerprinting appointment, report to the MCPS background screening office at 850 Hungerford Drive, to complete the remainder of your background screening process. This process will include the completion of additional required paperwork. No appointment is necessary for paperwork submission.

NOTE: Individuals who fail to report to the Background Screening Office to complete the remainder of the background screening process will not be permitted to move forward with the onboarding process, volunteer or chaperone for MCPS school functions, or begin student internships.

We appreciate your patience during this process. If you have additional questions regarding the background screening process, forward your questions to contractorbackgroundscreening@mcpsmd.org or you may contact us at 240-740-4670.