



St. Mary's County Public Schools Department of Safety and Security Mandatory Criminal History Background Screening

Candidate for Employment

Instructions for completing the required screening process, submission of fingerprints, and obtaining a photo identification card

You have been identified as a candidate for an employment position with St. Mary's County Public Schools (SMCPS). Before you begin your new assignment, you are required to contact the Department of Safety and Security and complete a criminal history background screening. **You must complete this screening as a requirement to begin your new position.**

You are not authorized to begin any assignment until you have cleared this process. The forms required to complete this process will be made available to you in advance of your scheduled screening appointment. Please complete all forms in their entirety and answer all questions accurately to include questions pertaining to previous criminal charges. Please ensure you have **CONFIRMED** any order for the legal expungement (removal of records) of a criminal conviction as there is a difference between expungement and many other court dispositions pertaining to criminal records. **A failure to disclose information at the time of application for screening can result in your disqualification** as a candidate for the identified position. After completing this process, you will be issued a photo identification card.

Please schedule your screening appointment with the Department of Safety and Security as soon as possible. **Do not wait to complete the screening process.** There are a number of factors that impact the time required to complete the screening process and waiting until a few days prior to your anticipated start date may result in further delays. **There is a processing fee for the criminal history background screening that is payable by cash, check, or money order.** To schedule an appointment, please visit:

<http://www.stmaryscountyps.simplybook.me/v2/>.

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 a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. ¹These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained. ²

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

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

- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 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 FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. Agency policy does not permit providing you a copy of the record. You may obtain a copy of the record by submitting fingerprints and a fee to the FBI.
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.)
- 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.³

The Department of Safety and Security's office is located at **23160 Moakley Street, Leonardtown, Maryland 20650**. If you have further questions, please call 301-475-5511 X 32237.

TO BE COMPLETED BY CANDIDATE:

Signature of Candidate: _____

Print Name of Candidate: _____

TO BE COMPLETED BY SMCPS:

Position: _____

Location: _____

Services Needed: Photo Identification Card Fingerprints

Payment Required: Yes No, paid by _____

Authorized by (SMCPS Designee): _____ Date: _____

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. 40316 (formerly cited as 42 U.S.C. 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).