**HCPSS Fingerprinting Procedure**

All prospective HCPSS interns, both full time and part time, 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.

**This process must be completed two weeks prior to the start date of your internship to ensure that you are able to begin your internship in our schools.**

**Students should not get fingerprinted until:** \* PDS liaisons/supervisors have communicated to interns that the intern’s placement data has been entered into the HCPSS Preservice Database \* Non-PDS placement interns (i.e. Dance, Art, Music, P.E., Health) receive an email from their Towson supervisor after HCPSS has confirmed the placement with the supervisor

**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](http://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

1. Have (1) valid form of photo identification.
2. 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.

Teacher candidates who may have questions or concerns about their background check status due to past incidents of illegal/criminal conduct should contact Nicole Carter the Executive Director of HR (Nicole\_carter@hcpss.org ).Candidates with questions regarding their personal background should contact her prior to being fingerprinted.

**See next page for required form to bring to FYI Fingerprints**



State of Maryland

Department of Public Safety and Correctional Services

Criminal Justice Information Systems – Central Repository

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| **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 |