TO: PDS partners/IHEs

FROM: Tiffany R. Adams

PDS Coordinator

Baltimore City Public Schools

RE: Teacher Candidate fingerprinting procedures

DATE: **12/01/2021 NEW FINGERPRINTING VENDOR EFF**

**NOTE:** I update the fingerprinting procedures based on questions I receive OR revisions to internal processes.

1. All fingerprint/background checks are by appointment only.   To schedule a fingerprint/background appointment, please go to [**https://booknow.appointment-plus.com/b04ebxmq/**](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fbooknow.appointment-plus.com%2Fb04ebxmq%2F&data=04%7C01%7CTRAdams%40bcps.k12.md.us%7C932712404cab4c59878608d9a6221274%7C065bb2f46fe3414fa910f2886305c814%7C0%7C0%7C637723487523498834%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=nnwJ%2BAJQ7xaAL5dNXAetV%2BQJa%2FrfOcYN7VYobqzV%2FmQ%3D&reserved=0) and select a date and time you are available to come in for a background check.
2. The teacher candidate must come to 200 E. North Avenue to be fingerprinted\*. Once Security checks the candidate in at the desk, he or she will be directed to Room 120.
3. The candidate must provide a valid state ID or valid driver’s license.
4. The candidate should come between 9:00 a.m. – 3:00 p.m.
5. No cash is accepted. Payment of **$61.25** can be made by debit/credit card or money order**25** made payable to **Bithgroup**. A cashier’s check or company check (no personal checks) is also acceptable.
6. Provide the teacher candidate with a written statement on college/university letterhead indicating basic information: “John/Jane Doe will be a teacher candidate with BCPSS during SY20xx-xx. If necessary, please contact [IHE contact person] at [phone number].” An email will suffice as well, but the letterhead or name of the institution must be visible.
7. The teacher candidate should plan to return about one week later to pick up the badge, but he/she must know the school placement so the school name can be placed on the badge.
8. The badges are valid for one school year. If candidates come to North Avenue prior to July 1st, the documentation they submit must indicate the applicable school year.
9. NOTE: If the teacher candidate is at one school for one rotation and a different school for a second rotation, he/she may be required to obtain a new badge. The teacher candidate will NOT be required to pay for fingerprinting/background check a second time. If the intern is only obtaining a badge, the cost is $10.00.

**\*BCPSS will accept a 365-Day form listing the 12-digit reference in lieu of completing the fingerprinting/background check at City Schools, if the intern was fingerprinted/background checked in another Maryland school district within the last 365 days.**