



BALTIMORE COUNTY PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
 Employment Dispute Resolution
 Office of Investigations and Records Management
 6901 Charles Street, Building B
 Towson, MD 21204
 Phone: 443-809-8941; Fax: 410-296-2158

Response Form for Required Criminal Background Checks

PLEASE COMPLETE AND RETURN
AS SOON AS YOU HAVE BEEN FINGERPRINTED TO:
BALTIMORE COUNTY PUBLIC SCHOOLS
 Office of Investigations and Records Management
 6901 Charles Street, Building B, Towson, MD 21204, or
 Confidential Fax to: 410-296-2158

Under Maryland law (§6-113 of the Education Article of the Maryland Code) enacted in July, 2015, any contractor or member of the contractor’s workforce who will be working on Baltimore County Public Schools (BCPS) property must undergo a criminal background check, including fingerprinting. This law is in conjunction with the Maryland law stating that contractors may not knowingly employ a registered sex offender to work on school property.

RESPONSE FORMS MUST BE RECEIVED WITHIN 10 BUSINESS DAYS OF BEING PRINTED. IF NOT RECEIVED IN THAT TIME FRAME RE-PRINTS AT CONTRACTORS EXPENSE MAY BE REQUIRED.

SECTION 1: CONTRACTOR INFORMATION – to be completed for new contracts and current contract extensions.

Company / Organization Name: _____

Company contact name and phone number: _____

Your Complete Mailing Address (your fingerprint clearance card will be mailed to this address):

Your Email: _____ Your Phone Number: ____-____-____

Date fingerprinted: _____ Date form sent: _____

BCPS Work Location (if known) _____

SECTION 2: NAME of person WHO HAS BEEN FINGERPRINTED

The following individual has undergone a criminal fingerprint-based background check, specifically for childcare **PRINT FULL LEGAL NAME:**

Full Legal Name _____ **Date of Birth** ____/____/____

SECTION 3: SIGNATURE & RELEASE REQUIREMENTS

THIS FORM MUST BE ACCOMPANIED BY A SIGNED *Authorization and Release Affirmation*

This documentation confirms that you are legally authorized to work in the United States in accordance with the U.S. Citizenship and Immigration Services standards of employment eligibility.

Signature: _____ Date: ____/____/____