

Criminal Background Check Procedures, updated May 2016

2 types of background screenings are required for all new staff!
CJIS (fingerprinting) and CPS checks

For your CJIS check:

New staff and volunteers MUST all have submitted a criminal background check prior to being on site when campers are present. Returning staff who have a CJIS check on file do not need a new CJIS background check.

In order to request a criminal background check, the staff member must make an appointment at the MD MVA to have their fingerprints digitally captured and submitted for a state and FBI search. You may consult the site below for a comprehensive list of locations. Call 410-764-4501 for an appointment at the MVA. You may also have the live scan completed at the Sheriff office inside St. Charles Towne Center, call for schedule. If you live outside of MD, you will have to travel to MD to complete this process.

<http://dpscs.maryland.gov/publicservs/fingerprint.shtml>

In order for your records to be sent to camp, you must use the provider number 9000022780 and request the results be sent to Laura Hall P.O. Box 99 Issue MD 20645.

Reason for fingerprinting- childcare

You will also be sent the results of the background check.

The cost is approximately \$57.00 for the required MD and FBI search. Retain your receipt for reimbursement. ***

Notify the Director when you have submitted your background check, all background checks MUST be complete prior to starting work.

For your CPS check:

All camp staff/volunteers must submit the 2016 CPS. This form must be completed on the computer and then printed and signed in the presence of a notary. Handwritten forms will not be processed. The form can be found at

<http://campstcharles.com/employment.php>

Mail the original to:
Maryland Department of Human Resources
Social Services Administration
In-Home Services
311 W. Saratoga Street, Room 553
Baltimore, MD 21201

Both of these checks should be submitted as soon as possible. If you have not been able to submit these checks by May 1st, contact camp director.