



STATE OF MARYLAND

DHMH

Maryland Department of Health and Mental Hygiene

4201 Patterson Avenue • Baltimore, Maryland 21215

Larry Hogan, Governor – Boyd Rutherford, Lt. Governor – Van Mitchell, Secretary

**Board of Examiners for Audiologists, Hearing Aid Dispensers and
Speech-Language Pathologists**

Criminal History Records Check

A full Criminal History Records Check is a requirement to obtain a license issued by the Maryland Board of Examiners for Audiologists, Hearing Aid Dispensers and Speech-Language Pathologists. This includes all initial licenses, transfers from limited to full licensure, and all renewal licenses. Each individual only needs to complete the process once for this Board.

The Department of Public Safety and Correctional Services, Criminal Justice Information System (CJIS) oversees Criminal History Records Checks. The record checks are conducted by the applicant/licensee being fingerprinted.

CJIS Authorization #:	1600003672
FBI ORI #:	MD920528Z
Reason Fingerprinted:	Audiology license Hearing Aid Dispenser license Speech-Language Pathology license Speech-Language Pathology Assistant license
Type of Check:	Governmental Licensing/Certification

The total cost is \$52.75 of which \$32.75 is the cost for the background check and \$20.00 is for the fingerprinting service. Please note that the cost of fingerprinting services from private providers may vary. The total fee must be paid to the provider. Cash is not accepted by the providers.

For additional information contact CJIS:

via telephone at 410-764-4501; or

via their website at <http://www.dpscs.maryland.gov/publicservs/fingerprint.shtml>.

All applicants for full or limited licensure in Maryland will be required to submit fingerprints. This may be accomplished in two ways depending on if you are a Maryland resident or not a resident of Maryland. In order to comply with the Criminal History Records Check requirement and not delay the issuance of a license, please abide by the following instructions.

DHMH Toll Free 1-877-4MD-DHMH – TTY/Maryland Relay Service 1-800-735-2258

Board Phone Number – 410-764-4725 Board Fax Number – 410-358-0273

Board Web Site: <http://www.dhmh.maryland.gov/boardsahs>

Maryland Resident

Maryland residents may have fingerprints taken prior to mailing an application to the Board. Maryland residents must have the CJIS Authorization number and FBI ORI number with you or use the pre-filled form specific to this Board (link at end of this document and also available on this Board's Forms page). Please note that these numbers are specific to this Board.

After your fingerprints are taken you will be given a receipt for payment. Include a copy of the receipt when submitting the initial application to the Board.

Once the results of the background check are received by the Board the application process will be completed in accordance to Board regulations and policies.

Out-of-State Resident

If you live or work close to the State of Maryland you have the option of using a Maryland location for your fingerprinting. If you use a Maryland location you must follow the instructions for Maryland residents.

If you use a location outside the State of Maryland you must mail your application with all applicable documents and fees.

Once the Board receives your application you will be sent a set of fingerprint cards containing Board-specific CJIS Authorization number and the FBI ORI number.

Have your fingerprints taken at a location convenient for you.

Once the fingerprint process is complete you must mail the fingerprint cards to the following address with a check for \$32.75 payable to the "CJIS Central Repository."

CJIS Central Repository
PO Box 32708
Pikesville, MD 21282-2708

Mail a copy of the receipt for fingerprinting to:

Maryland Board of AUD HAD SLP
ATTN: Background Check
4201 Patterson Avenue, 3rd Floor
Baltimore, MD 21215

Once the results of the background check are received the application process will be completed in accordance with Board regulations and policies.

Effective October 1, 2016

Every new applicant submitting an application on or after October 1, 2016 for a license issued by the Board must submit a criminal history records check (CHRC) to the Board. This is a requirement of the application process.

An initial license will not be issued unless proof of the CHRC is on file with the Board.

Individuals with an incomplete application as of October 1, 2016, with the Board must submit a CHRC to the Board. This is a requirement prior to the issuance of a license.

Individuals holding a limited license on or before September 30, 2016 will be required to submit evidence of the CHRC to the Board prior to the limited license being transferred to a full license provided all other requirements for licensure are met. A full license will not be issued unless proof of the CHRC is on file with the Board.

Individuals holding a full license on or after October 1, 2016 will be required to submit evidence of the CHRC to the Board prior to the issuance of a renewal license.

Please **do not** call the Board's offices for an update on a background check. The background check is completed by a separate state agency. The Board has no control over the amount of time it takes to complete the check. If you have not received the results of the criminal history background check after thirty days, you may contact CJIS directly at 410- 764-4501.

Electronic Fingerprinting

Electronic fingerprinting locations are provided on the Department of Public Safety & Correctional Services website. Click below for immediate access to fingerprinting locations in Maryland.

<https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Print LiveScan Pre-Registration Application

<http://dhmh.maryland.gov/boardsahs/Documents/audLiveScan.pdf>

All applicants must print the LiveScan Pre-Registration Application and take it to the fingerprinting location in Maryland.

Please refer to § 2-303.1 Criminal History Record Checks of the Maryland Board of Examiners for Audiologists, Hearing Aid Dispensers and Speech-Language Pathologists for a full description of the requirements.