

## **CJIS BACKGROUND CHECK INFORMATION**

Criminal background check results are emailed directly to the Maryland Board of Morticians and Funeral Directors.

### **BACKGROUND CHECK FAQs**

***We have a company that does our employee criminal background checks, can we use it?***

Third party background results are not accepted. Results **must** be obtained from state and/or federal agencies.

***Can I get my criminal background check through another party other than CJIS or an authorized state agency?***

No, the Maryland Board of Morticians and Funeral Directors accepts criminal background checks only from CJIS and other authorized state agencies, and federal criminal background checks that come directly from the FBI.

### **MARYLAND CJIS CONTACT INFORMATION**

To contact Maryland CJIS, please call 1-888-795-0011, or 410-764-4501.

Our **CJIS authorization number – 1400003636**. You will need this authorization code when you get fingerprinted.

The **Federal ORI number – MD920521Z**.

**Effective January 1, 2019** rates for submitting federal background checks via the Maryland Criminal Justice Information System - Central Repository will increase in accordance with the fee schedule established by the Federal Bureau of Investigation.

Full background check (State and FBI) - \$31.25

Fingerprinting service fee - \$20.00

Visa, MC, Debit Card, or Cashier Check is accepted. The Central Repository cannot accept cash. At all CJIS locations money orders are no longer accepted for processing the application for background check requests.

Click here to contact CJIS:

[www.dpscs.state.md.us/publicservs/fingerprint.shtml](http://www.dpscs.state.md.us/publicservs/fingerprint.shtml)

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**NOTE:** Please be advised that having a conviction on your record will not necessarily disqualify you from obtaining a license.