



# MARYLAND Department of Health

Larry Hogan, Governor – Boyd Rutherford, Lt. Governor – Robert R. Neall, Secretary

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## BOARD OF PROFESSIONAL COUNSELORS AND THERAPISTS

4201 Patterson Ave, Suite 316, Baltimore, Maryland 21215-2299

### NOTICE OF CRIMINAL HISTORY RECORDS CHECK

Effective January 1, 2014, the Maryland Board of Professional Counselors and Therapists (the “Board”) requires that all applicants for licensure, certification, and trainee status complete a criminal history records check in accordance with §§ 17-501 and 17-501.1 of the Health Occupations Article, Annotated Code of Maryland.

A Criminal History Records Check includes a national and state criminal history background search. The criminal history records check requires you to be fingerprinted. In order to be fingerprinted, you will need to complete and present the LiveScan Pre-Registration Form. (Attached).

You must present this form to the fingerprinting site because it provides the Criminal Justice Information System (CJIS) authorization number #1300005490 and the FBI ORI number #MD920512Z assigned specifically to the Board.

This allows the information to be forwarded directly to the Board. For additional information contact CJIS at 410-764-4501. For current listings of fingerprinting providers please go to <http://www.dpscs.maryland.gov/pubLicserve/fmgerprint.shtml>.

### FOR FAST AND ACCURATE SERVICE

1. When requesting a criminal history records check for licensing purposes you must have an agency name and authorization number (Listed above).
2. Your background check is being sent to the Board.
3. You must bring a valid form of government identification. (Examples: driver's license, Certificate of Naturalization, passport, Alien Registration Card, or Military Identification).
4. Complete the LiveScan Pre-registration Application and bring it to any fingerprinting center/provider.
5. Bring payment as indicated above. The Board will receive the results from the criminal history records check directly from CHS within 5-7 business days. The Board will contact you if it has any questions regarding the report. Please do not contact the Board to check if the report has been received.
6. Please do not send the LiveScan Pre-registration Application to the Board. You must present it at the fingerprint center/provider location.



**STATE OF MARYLAND**  
**DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES**  
**CRIMINAL JUSTICE INFORMATION SYSTEMS – CENTRAL REPOSITORY**

**LIVESCAN PRE-REGISTRATION APPLICATION**

**APPLICANT INFORMATION** (PLEASE TYPE OR PRINT CLEARLY)

Name:

Date of birth:                      SSN:                      Gender:  Male  Female (Please check)

Height:    ft.           inches              Weight:                      lbs.                      Eye Color:                      Hair Color:

Race:  Black               White               Asian/Pacific Islander               Native American               Other (Please check)

Place of Birth:                                      Citizenship:

Current address:

City:                                      State:                                      ZIP Code:                      -

Daytime Phone:                      Evening Phone:                      Driver's License #:

**AGENCY INFORMATION**

Agency Authorization #:

ORI # (if required):                      Reason fingerprinted?

Position Applied for:

Request Type: (Choose one ONLY)

- Adult Dependent Care
- Attorney/Client
- Child care
- Criminal Justice
- Gold Seal/ Adoption
- Gold Seal/Letter/VISA
- Government Employment

- Government Licensing or Certification
- Immigration/VISA
- Individual Challenge
- Individual Review
- MSP Licensing
- Private Party Petition
- Public Housing

**Mail Response to:**

(Mailing option only available for Visa Gold Seal and/or Individual Review)

Name:

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Address:

\_\_\_\_\_

City, State, Zip code:

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| <b>PRIVATE PROVIDERS</b>  | <b>ADDRESS</b>   | <b>PHONE</b>         |
|---|--|----------------------|
| 1A Fingerprinting   | 4367 Hollins Ferry Road<br>Ste 3A<br>Halethorpe, MD 21227      | 443.297.0351         |
| 3M Cogent Fingerprinting Services<br>c/o Bay Shore Services, Inc.               | 1235 Pemberton Dr.<br>Salisbury, MD 21801                      | 410.341.0307<br>x106 |
| 3M Cogent Fingerprinting Services<br>Main-One (M-1) Solutions, Inc              | 4300 Forbes Blvd.<br>Suite 220<br>Lanham, MD 20706             | 301.702.7200         |
| 3M Cogent Fingerprinting Services<br>c/o Fairmount Heights Police Department    | 6100 Jost Street<br>Fairmount Heights, MD 20743                | 301.883.9472         |
| 3M Cogent Fingerprinting Services<br>c/o Xecutive Security Investigations Group | 821 E. Baltimore St.<br>Baltimore, MD 21202                    | 410.605.0947         |
| 911 Security & Investigations, LLC  | 8115 Fenton Street<br>Suite 303<br>Silver Spring, MD 20910     | 301.755.6138         |
| Absolute Investigative Services   | 604 E. Joppa Road<br>Towson, MD 21286                          | 410.828.6460         |
| Absolute Investigative Services   | 10514 D Racetrack Road<br>Berlin, MD 21811                     | 410.973.2482         |
| Absolute Investigative Services   | 139 N. Main Street #103<br>Bel Air, Maryland 21014             | 410.420.6923         |
| Absolute Investigative Services   | 19 North Court Street<br>Westminster, MD 21157                 | 410.857.6460         |
| Allied Barton Security Services   | 36 South Charles Street<br>Suite 2204<br>Baltimore, MD 21201   | 443.725.9398         |
| All American Protective Services, LLC   | 6701 Democracy Blvd.<br>Suite 110<br>Bethesda, MD 20817        | 301.571.9479         |
| All American Protective Services, LLC   | 12501 Prosperity Drive<br>Suite 200<br>Silver Spring, MD 20904 | 240.670.7952         |

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| Cambridge Federal  | 112 Saint Claire Place<br>Suite 201 B<br>Stevensville, MD 21666                         | 410.221.7546                   |
| CareFirst Community Health, LLC                          | 626 Potomac Avenue<br>Hagerstown, MD 21740  | 301.383.9981                   |
| Dynamic, Inc.  | 5209 York Road, Room B2A<br>Baltimore, MD 21212   | 443.518.6017                   |
| E House Executive Security Professionals, Inc            | 4710 Auth PI Suite 420<br>Suitland, MD 20746  | 301.899.2828                   |
| Essential Support Services                               | 2028 Liberty Road<br>Suite 102<br>Eldersburg, MD 21784                                  | 443.547.2223<br>1.866.388.9606 |
| Essential Support Services<br>(at Bollinger Gunsmithing) | 19 W. Baltimore Street<br>Taneytown, MD 21787   | 410.756.5454                   |
| Family and Friends Healthcare, Inc.                      | 9642 Marlboro Pike<br>Upper Marlboro, MD 20772  | 301.909.0143                   |
| Fingerprint ASAP   | 6214 Reisterstown Road<br>Baltimore, MD 21215   | 443.213.8245                   |
| Fingerprint Express                                      | 2401 Blueridge Avenue<br>Suite 401<br>Silver Spring, MD 20902                           | 301.728.4947                   |
| FreeState Gun Range                                      | 11500 Crossroads Circle<br>Suite J<br>Middle River, MD 21220                            | 410.335.5100                   |
| FYI Fingerprints   | 3696 Park Avenue<br>Ellicott City, MD 21043   | 410.418.4657                   |
| Global Consulting Services of MD                         | 6610 Reisterstown Road<br>(Inside the Plaza near the Food Court)<br>Baltimore, MD 21215 | 410.585.0100                   |
| Grand Mission Consult                                    | 7515 Annapolis Rd #203<br>Hyattsville, MD 20784   | 301.429.0525                   |
| Greenbelt Fingerprinting                                 | 6215 Greenbelt Road<br>Suite 204<br>Greenbelt, MD 20740                                 | 301.345.0060                   |

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| Mustardseed Health Care Services LLC | 15 National Pl<br>Westminster, Md 21557  | 240.439.4373 (local)<br>1.844.239.6721 (toll-free) |
| NAMA Finger Printing, LLC            | 14300 Gallant Fox Lane<br>Suite 207<br>Bowie, MD 20715                             | 301.464.1624                                       |
| Mustardseed Health Care Services LLC | 198 Thomas Johnson Dr.<br>Suite 205<br>Frederick, MD 21702                         | 240.439.4373 (local)<br>1.844.239.6721 (toll-free) |
| Optimal Health Care, Inc.            | 8182 Lark Brown Rd<br>Suite 202<br>Elkridge, MD 21075                              | 301.790.4962                                       |
| Optimal Health Care, Inc.            | 6 West Washington Street<br>Hagerstown, MD 21740                                   | 301.790.4962                                       |
| Optimal Health Care, Inc.            | 174 Thomas Johnson Dr.<br>Ste 201L<br>Frederick, MD 21702                          | 301.790.4962                                       |
| Optimal Health Care, Inc.            | McMullen Building<br>138 Baltimore St.<br>Suite 202<br>Cumberland, Maryland, 21502 | 301.790.4962                                       |
| Optimal Health Care, Inc.            | 1550 Deep Creek Dr.<br>Unit G<br>McHenry, Maryland, 21541                          | 301.790.4962                                       |
| Phoenix Protective Solutions         | 6239 Crain Highway<br>Upper Marlboro, MD 20772                                     | 301.459.8322                                       |
| Police Guard Services                | 8700 Central Avenue Suite 200<br>Capitol Heights, MD 20743                         | 301.456.8766                                       |
| Positive I.D., Inc.                  | 103 Sudbrook Lane #2<br>Pikesville, MD 21208                                       | 410.602.2479                                       |
| Prevent First                        | 11815 Park Waldorf Lane<br>Suite 523<br>Waldorf, Md. 20601                         | 301.645.0275                                       |
| Prevent First                        | 3710 Riviera Street #1A<br>Temple Hills, MD 20748                                  | 301.423.5414                                       |

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| United Security & Communications, Inc. | 5415 Southern Maryland Blvd.<br>Wayson?s Corner (Lothian), MD<br>20711 | 301.952.8724 |
| Worth-A-Shot, Inc.                     | 8424 Veterans Highway<br>Suite #11<br>Millersville, MD 21108           | 443.688.6521 |

### **How to Become a Private Provider**

#### **CJIS Operated Fingerprinting Services**

Location: 6776 Reisterstown Road  
(West side of Reisterstown Road Plaza Mall)  
Suite 102 (first floor)  
Baltimore, MD 21215  
For directions, go to <http://www.mapquest.com>

Phone: 410-764-4501  
1-888-795-0011 (toll free)

Hours of Operation Monday-Friday 8:30a-5pm

**Please contact any one of the Private Providers listed above for the late evening and weekend operation hours they provide.**

**Closed on designated State holidays**

**The following locations are available by appointment only:**

Motor Vehicle Administration - Bel Air  
501 West MacPhail Road  
Bel Air, MD 21014

Motor Vehicle Administration - Frederick  
1601 Bowman's Farm Rd.  
Frederick, MD 21701

Motor Vehicle Administration - Waldorf  
St. Charles Business Park

| <b>AGENCY</b>                        | <b>ADDRESS</b>  | <b>PHONE</b> |
|--------------------------------------|---|--------------|
| UMBC Police Department               | 1000 Hilltop Circle<br>Baltimore, MD 21250  | 410.455.1685 |
| University of Maryland, College Park | Department of Public Safety<br>Pocomoke Building 7569<br>Baltimore Avenue<br>College Park, MD 20742 | 301.405.5758 |