



CRIMINAL HISTORY RECORDS CHECK - INSTRUCTIONS

Per §13-302 To qualify for a physical therapy or a physical therapist assistant license, an applicant shall be an individual who submits to a criminal history records check.

Per §13-302.1. As part of an application to the Central Repository (Criminal Justice Information System Central Repository of the Department of Public Safety and Correctional Services (CJIS), two (2) complete sets of legible fingerprints taken on forms approved by the Director of CJIS, and the Director of the Federal Bureau of Investigation (FBI) are required. Information obtained is confidential and may not be disseminated; and may be used for the licensing purpose authorized by this title.

If you live within Maryland

1. You must go to an authorized private provider or government operated service that provides electronic fingerprinting services. [Click on this link for a location.](#)
Information needed for electronic fingerprinting:

CJIS AUTHORIZATION #: 1400004045

FBI ORI #: MD 920519Z

REASON FINGERPRINTED: PT / PTA Professional License

TYPE OF CHECK: Governmental Licensing\Certification

2. CJIS and the FBI will forward to the Board and to the applicant the criminal history record information. Information is confidential and may not be disseminated and is used only for licensing purposes.
3. If you are requesting a copy of your Federal Bureau of Investigation (FBI) criminal history record you must send your request directly to the [FBI](#).

If you live outside of Maryland

1. You may go to an authorized private provider or government operated service that provides electronic fingerprinting services. [Click on this link for a location.](#)
 - If you do not have access to an authorized electronic fingerprinting location ([Click on this link for a location](#)), Maryland State approved fingerprint cards containing the CJIS Authorization, and the FBI ORI numbers will be filled in and mailed to you by the Board.

CJIS AUTHORIZATION #: 1400004045

FBI ORI #: MD 920519Z

REASON FINGERPRINTED: PT / PTA Professional License

TYPE OF CHECK: Governmental Licensing\Certification

2. Fingerprint cards and the associated fee (check/money order) are mailed to:
Criminal Justice Information System - Central Repository
P.O. Box 32708
Pikesville Maryland 21282 - 2708
or sent overnight to:
Criminal Justice Information System - Central Repository
6776 Reisterstown Road, Suite 102
Baltimore Maryland 21215 - 2346

Make the check or money order out to "CJIS Central Repository". For correct check amount, click link: [Associated Criminal Justice Information System – Central Repository Fees](#) (select state and FBI full background fee)*.

3. The Criminal Justice Information System - Central Repository response can be expected within 10-15 days upon receipt of the mailed fingerprint cards.
4. CJIS and the FBI will forward to the Board and to the applicant the criminal history record information. Information is confidential and may not be disseminated and is used only for licensing purposes.
5. If you are requesting a copy of your Federal Bureau of Investigation (FBI) criminal history record you must send your request directly to the [FBI](#).

The fee is authorized under §10-221(b)(7) of the Criminal Procedure Article for access to State criminal history records; and the processing fee required by the FBI for a national criminal history records check. **Fees are paid directly to the provider administering the fingerprints. For additional information contact CJIS at 410-764- 4501 or visit www.dpscs.maryland.gov/publicservs/fingerprint.shtml*

*The Board of Physical Therapy Examiners **does not** collect fees for criminal history background checks.*

Questions? To check the status of current background history records contact CJIS. Have your reference number or social security number available. CJIS customer service hours are Monday through Friday, 8:00 a.m. – 5:00 p.m. Phone: Baltimore City local number: 410-764-4501 or toll free 1-888-795-0011.