



## ***Fingerprinting Instructions for Physical Therapist and Physical Therapist Assistant Licensing Applicants***

### ***Maryland Physical Therapy Act:***

*Per §13-302, applicants for a physical therapy or physical therapist assistant license must undergo a **criminal history records check**.*

*Per §13-302.1, as part of the application process, applicants must submit two (2) complete sets of **legible fingerprints** on approved forms to the **Criminal Justice Information System (CJIS) Central Repository**, under the **Department of Public Safety and Correctional Services (CJIS)**.*

**Confidentiality Notice:** *Information obtained through this process is **confidential** and may not be redisseminated. It is used **solely for licensing purposes** as authorized by law.*

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## ***Fingerprinting Process***

### ***For Maryland Residents***

- You may visit any [authorized fingerprinting service location](#) in Maryland<sup>1</sup>.
- If requesting a copy of your **FBI criminal history record**, submit your request **directly to the [FBI](#)**.
- Payment will be due at the authorized fingerprinting service location

### ***Required Information:***

- **CJIS Authorization #:** 1400004045
  - **FBI ORI #:** MD 920519Z
  - **Reason Fingerprinted:** PT / PTA Professional License
  - **Type of Check:** Governmental Licensing/Certification
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<sup>1</sup> All in-state applicant fingerprints submitted to CJIS for the purpose of licensing and/or employment background checks must be done electronically via approved live scan fingerprinting units. The only time in-state ink-and-rolled "hard-card" applicant fingerprint cards will be accepted will be when there is a bona-fide medical reason a live scan transmission cannot be obtained.

## ***For Applicants Residing Outside of Maryland***

*If you reside outside Maryland, you must request a Maryland-approved **fingerprint card** by:*

**1. Writing to:**

*Criminal Justice Information System - Central Repository  
P.O. Box 32708, Pikesville, Maryland 21282-2708*

**2. Calling:**

- **Baltimore City:** 410-764-4501
- **Toll-Free:** 1-888-795-0011

### ***Important Notes:***

- *Fingerprints **must** be taken on a **Maryland State-approved fingerprint card**.*
- *If requesting a copy of your **FBI criminal history record**, submit your request **directly to the [FBI](#)**.*
- *On the fingerprint card, write the following:*
  - **CJIS Authorization #:** 1400004045
  - **FBI ORI #:** MD 920519Z
  - **Reason Fingerprinted:** PT / PTA Professional License
  - **Type of Check:** Governmental Licensing/Certification

### ***Submitting the Fingerprint Card and Payment:***

*Mail the completed fingerprint card **with payment** to:*

**Standard Mail:**

*Criminal Justice Information System - Central Repository  
P.O. Box 32708  
Pikesville, Maryland 21282-2708*

**Overnight Delivery:**

*Criminal Justice Information System - Central Repository  
6776 Reisterstown Road, Suite 217  
Baltimore, Maryland 21215-2346*

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## ***Payment Information***

● **Accepted Payment Methods:**

- **Credit Cards:** MasterCard, Visa, Discover
- **Checks:** Checks submitted to CJIS Central Repository are electronically processed.
- **Not Accepted:** Cash or Money Orders

To confirm the current fingerprinting fee, visit the [CJIS Central Repository Fees](#) page.

- Select **Maryland** and then choose the **FBI full background fee**<sup>2</sup>.
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## **Processing Time and Status Updates**

- CJIS typically processes mailed fingerprint cards within **10-15 days** of receipt.
- The **criminal history record information** will be sent to **you** and the **Board of Physical Therapy Examiners**.
- The **Board cannot answer questions regarding the status** of your criminal history records check. Contact **CJIS directly** for updates.
- The Board cannot accept fingerprinting payments. Contact CJIS for fee questions and payment.

### **To Check Your Status:**

1. Have your **reference number** or **Social Security Number** ready.
  2. Contact **CJIS Customer Service**:
    - **Phone:** 410-764-4501
    - **Toll-Free:** 1-888-795-0011
  3. **CJIS Hours**:
    - **Monday - Friday:** 8:30 AM - 5:00 PM
    - **Closed on State Holidays & Weather-Related Closures**
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## **Additional Information**

- **Check Application Status:** It is the applicant's responsibility to monitor the status of their application.
- **Processing Time:** The application process can take up to 60 business days due to response times from other organizations, which are beyond the Board's control. Applicants should contact those organizations directly for updates.
- If you need a copy of your **FBI criminal history record**, you must submit a request **directly to the FBI**.

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<sup>2</sup> 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 by [clicking here](#).**