



**MARYLAND**  
Department of Health  
*Board of Physical Therapy Examiners*

## **Criminal History Records Check**

A full Criminal History Records Check is a requirement for a Maryland Physical Therapy License. A full background check includes both State and FBI checks. The Department of Public Safety and Correctional Services, Criminal Justice Information System (CJIS) oversees Criminal History Record Checks. History record checks are conducted by being fingerprinted.

**CJIS AUTHORIZATION #: 1400004045**

**FBI ORI #: MD 920519Z**

**REASON FINGERPRINTED: PT / PTA License**

**TYPE OF CHECK: Governmental Licensing\Certification**

The cost is **\$51.25** (\$31.25 background check and \$20.00 fingerprinting service). However, the cost of fingerprinting services from private providers can vary. The fee must be **paid directly to the provider**. **CASH AND MONEY ORDERS ARE NOT ACCEPTED. For additional information contact CJIS at 410-764-4501 or visit [www.dpscs.maryland.gov/publicservs/fingerprint.shtml](http://www.dpscs.maryland.gov/publicservs/fingerprint.shtml)**

All applicants for licensure in Maryland will be required to submit fingerprints. This can be accomplished in two ways depending on if you are a Maryland resident or not. In order to comply with the regulations and not delay the issuance of a license, follow the following directions.

### **Maryland Resident**

1. You may go to a Livescan fingerprinting location and have your fingerprints taken prior to submitting your on-line application. You will need to have the CJIS Authorization number and FBI ORI # with you when you are fingerprinted.
2. Once the results of the background check are received the application process will be completed in accordance to Board regulations and policies.

### **Out of State Resident**

1. If you live or work close to Maryland you have the option of using a Livescan location for your fingerprinting. If you use a Livescan location you may follow the directions for Maryland residents. If not,
2. Submit your on-line application. All applicable documents may be scanned and submitted.

3. Once the Board receives your application you will be sent a fingerprint card containing the CJIS Authorization number and the FBI ORI #. **(See Directions Below)**
4. Have your fingerprints taken at a location near you.
5. Once you have your prints taken you MUST mail the fingerprint cards to either address listed below with a check for \$31.25 made out to the "CJIS Central Repository".

**Regular Mail**

**or**

**FedEx & Priority Mail**

CJIS Central Repository  
P.O. Box 32708  
Pikesville, Maryland 21282-2708

CJIS Central Repository  
6776 Reisterstown Road Suite 102  
Baltimore, Maryland 21215

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

For a list of Electronic fingerprinting locations go to the following website. The Board of Physical Therapy is not responsible for the list. If you have any issues with a fingerprinting location please contact CJIS directly.

**Electronic fingerprinting:** <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Please read § 13-302.1 Criminal History Record Checks of the Maryland Board of Physical Examiners Act, Health Occupations article at <http://health.maryland.gov/bphte/SitePages/bptact.aspx> for a full description of the requirements. You may contact the office at 410-764-4752 to answer your questions.

**Fingerprint Card Directions:**

The fingerprint card that is sent to you is the only one the State of Maryland accepts. We will not accept fingerprints done on a card from another state. When completing the card you may leave the following fields blank: Attention, Mail Reply To and Address. The preprinted information on the card will direct CJIS where to send the results.

When signing the card do not pre-sign it. You MUST sign the card in the presence of the individual taking the prints.

**Fingerprint Results:**

Any fingerprint result received by the Board is secured under lock and key. If any fingerprint result contains negative information it will be reviewed by a Board investigator. The investigator will contact you requesting additional information. If you feel the information in the background check is inaccurate you will have the opportunity to challenge the information. If you wish to have the official records of the FBI changed you may do so by following the guidelines established by the FBI. The guidelines can be found under 28 CFR 16.34 or <https://www.fbi.gov/services/cjis/identity-history-summary-check>

**Privacy Act:**

The following copy of the FBI privacy act statement is being provided as required under law.

**FBI Privacy Act Statement**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018