



STATE OF MARYLAND

DHMH

Maryland Department of Health

State Board of Podiatric Medical Examiners

Criminal History Records Check

A full Criminal History Records Check is a requirement for a license from the Maryland Board of Podiatric Medical Examiners. 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 #: 1600003705

FBI ORI #: MD 920531Z

REASON FINGERPRINTED: Podiatric License

TYPE OF CHECK: Governmental Licensing/Certification

The cost is a \$31.25 CJIS background check fee, plus a fee for fingerprinting services decided by the facility or private provider at the location convenient to the applicant. For instance, the processing fee at the CJIS location is \$20.00; therefore, an applicant would pay \$51.25 in total. Those fees, if you are an in-State applicant, are paid directly to the provider and the time of fingerprinting. If you are an out of State applicant please see below. For additional information contact CJIS at 410-764-4501 or visit <https://www.dpscs.state.md.us/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 or registration, follow the following directions.

4201 Patterson Avenue, – Baltimore, Maryland 21215-2299

website: www.health.maryland.gov/mbpme

Toll Free 1-877-4MD-DHMH • TTY for Disabled – Maryland Relay Service 1-800-735-2258

Maryland Resident

Effective October 1, 2020, all in-state applicant fingerprint cards submitted to the Maryland Criminal Justice Information System - Central Repository must be done so electronically via an approved live scan fingerprinting unit. The only time in-state ink-and-rolled applicant fingerprint card will be accepted will be when there is a bona-fide medical reason a live scan transmission cannot be obtained.

There are over one hundred (100) locations available throughout the State that conduct live scan electronic fingerprinting. A list of locations is available online at:

<http://dpscs.maryland.gov/publicservs/fingerprint.shtml>.

Maryland residents may have fingerprints taken prior to mailing an application to the Board. Maryland residents must have the CJIS Authorization number and FBI ORI number with you or use the pre-filled form specific to this Board (link at end of this document and also available on this Board's Forms page). Please note that these numbers are specific to the Maryland Board of Podiatry.

After your fingerprints are taken you will be given a receipt for payment. Forward a copy of the receipt to the Board.

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

Out-of-State Resident

If you live or work close to the State of Maryland you have the option of using a Maryland location for your fingerprinting. If you use a Maryland location you must follow the instructions for Maryland residents.

Once the Board receives your application, upon request you can be sent a fingerprint card containing Board-specific CJIS Authorization number and the FBI ORI number. You can then have your fingerprints taken at a location convenient for you.

Once the fingerprint process is complete you must mail the fingerprint cards to the following address with a check for \$31.25 payable to the "CJIS Central Repository."

CJIS Central Repository
PO Box 32708
Pikesville, MD 21282-2708

For additional information contact CJIS via telephone at 410-764-4501; or via their website at <http://www.dpscs.maryland.gov/publicservs/fingerprint.shtml>

After your fingerprints are taken you will be given a receipt for payment. Forward a copy of the receipt to the Board.

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

Effective October 1, 2016

An initial license will not be issued unless proof of the CHRC is on file with the Board.

This is a requirement prior to the issuance of a license.

Individuals holding a limited license will be required to submit evidence of the CHRC to the Board prior to the limited license being converted to a full license provided all other requirements for licensure are met. **A full license will not be issued unless proof of the CHRC is on file with the Board.**

Please **do not** call the Board's offices for an update on a background check. The background check is completed by a separate State agency. The Board has no control over the amount of time it takes to complete the background check. If you have not received the results of the criminal history background check after thirty days, please contact CJIS directly at 410- 764-4501.

Electronic Fingerprinting

Electronic fingerprinting locations are provided on the Department of Public Safety & Correctional Services website. Click below for immediate access to fingerprinting locations in Maryland.

<https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

All applicants must complete the **LiveScan Pre-Registration Application** and take or mail, as relevant, to the fingerprinting location in Maryland.

Please refer to § 16-302.1 Criminal History Record Checks of the Maryland Board of Podiatric Medical Examiners for a full description of the requirements.