



Wes Moore, Governor · Aruna Miller, Lt. Governor · Ryan Moran, DrPH, MHSA, Acting Secretary

MARYLAND BOARD OF EXAMINERS IN OPTOMETRY

Criminal History Records Check - Out of State

March 10, 2025

Effective October 1, 2024, the License Qualifications enumerated in Health Occupations Article § 11-302 requires an applicant to submit to a Criminal History Records Check (CHRC).

The requirement to submit to a CHRC applies to applicants for an initial or limited license as well as applicants who need to meet the “otherwise entitled to be licensed” requirement for license renewal, reinstatement, reapplication or reactivation.

These instructions are for individuals who reside outside of Maryland. Please follow the procedures in the Out-of-State instructions.

The Department of Public Safety and Correctional Services (DPSCS), Criminal Justice Information Systems Central Repository (CJIS) oversees Criminal History Records Checks. The CHRC is initiated by the applicant/Licensee being fingerprinted.

Electronic Fingerprinting

It is recommended to have your fingerprints taken electronically in the State of Maryland. Electronic Fingerprinting is available at CJIS – approved private providers, most MVA locations and most local law enforcement offices. If you are able to complete the fingerprint process in Maryland, follow the procedure in the In-State instructions.

In order to comply with the CHRC requirement and to not delay the issuance of a license, please abide by these instructions. Please note that it may take up to five (5) weeks for CJIS to issue the required report to the Board.

Out-of-state residents may use a location outside the State of Maryland but must use the CJIS fingerprint card that has preprinted Board -specific information.

Applicants for an initial license should request a fingerprint card from the Criminal Justice Information Central Repository at least six (6) weeks in advance of the anticipated date that licensure is required.

Optometrists who are due to renew the following year should request a fingerprint card from CJIS no later than December 31, of the year prior to their renewal. *For example, licensees due to renew in 2026*

should request their renewal cards from CJIS by December 31 to ensure sufficient time to complete the process.

These timeframes assume that an individual mails the fingerprint card to Maryland's Criminal Justice Information Central Repository within a week of receiving the fingerprint card and having the fingerprints taken.

Once the fingerprint process is complete you must mail the fingerprint card to the following address with a check for both State and FBI background Checks. Checks are payable to: Criminal Justice Information Central Repository. **Please Note: (If you complete your fingerprints in another state, the fee may be different than what is listed on CJIS website.**

Checks should be mailed to:

**Criminal Justice Information Central Repository
6776 Reisterstown Road
Suite 101 (first Floor)
Baltimore, Maryland 21215**

Make a copy of the fingerprinting receipt and submit it with your application.

Initial Licensure applicants: Once the results of your background check are received, the application process will be completed in accordance with the Board's regulations and policies.

Renewal/Reinstatement/Reapplication and Reactivation applicants: Once the results of your background check are received, the Board will make the necessary changes to allow access to the online renewal process within 48 hours (notice will be provided by via email).

Please note that the cost of fingerprinting services from private providers may vary. The total fee must be paid to the provider and the cost is borne by the applicant for initial licensure and renewal licensees. Private providers in Maryland do not accept cash or money orders. For additional information regarding fingerprinting in Maryland please contact CJIS via telephone at 410-764-4501, or at 1-888-795-0011 (toll free), or via their website at <https://dpscs.state.md.us/publicservs/fingerprint.shtml>

General Information

Pursuant to federal law, a CHRC is only effective for one purpose. Accordingly, any prior fingerprinting and criminal history records check was only good for the educational institution, employer, licensing entity, etc., for which it was completed. Fingerprints completed for the Maryland Board of Examiners in Optometry are only for this Board, background check results are not disseminated to other agencies.

When getting fingerprinted please ensure that the fingerprint operation spells your name correctly and that the correct FBI (ORI) and Maryland Authorization numbers are used both on your application and inputted correctly into the system. You will have the opportunity to verify your information.

Please do not call the Board's office for an update on a background check. The background check is completed by a separate state agency. The Board does not have control over the amount

of time it may take to complete the check. If you have not received the results of your CHRC after 30 days, please contact CJIS directly at 410-764-4501.

Please refer to §11–302, §11–302.1 Criminal History Records Check for the Maryland Board of Examiners in Optometry.

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Maryland Board of Examiners in Optometry