



July, 2013
CHRC RENEWALS

THESE ARE INSTRUCTIONS FOR COMPLETING THE STATE & FBI ELECTRONIC FINGERPRINT CARDS IN ORDER TO OBTAIN YOUR CRIMINAL HISTORY RECORDS CHECK (CHRC).

PLEASE READ ALL INSTRUCTIONS CAREFULLY. FAILURE TO FOLLOW THE INSTRUCTIONS WILL LEAD TO DELAY OF TESTING, CERTIFICATION, OR LICENSURE. IT IS THE APPLICANTS RESPONSIBILITY TO ASSURE THAT THE CORRECT INFORMATION IS RECEIVED.

CJIS Approved Commercial Fingerprinting Services

Private Fingerprint Providers/Mobile Units – May come to your facility when contacted directly by you. Please use the Private Fingerprint Providers before contacting CJIS or MVA sites

The cost of fingerprints may vary from site-to-site

1. Private Fingerprint Providers/Mobile Fingerprint Units

For the most up-to-date locations and phone numbers for Private Fingerprint Providers/Mobile Fingerprint Units, please visit:

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

2. CJIS Electronic Fingerprinting Site – 410-764-4501 / 1-888-795-0011 (toll free)

Baltimore City: Central Repository (CJIS) 6776 Reisterstown Road, Suite 102, Baltimore Maryland 21215,	(Home Depot side of Reisterstown Plaza on the Appleby's end of the mall. The Board of Nursing is located on the same side at the opposite end of the mall.)
--	---

No appointment Necessary

8:30a.m. to 5p.m. Monday, Tuesday, Wednesday, & Friday.

8:30a.m. to 6:30p.m. Thursday

8:30a.m. to 4:30 p.m. 1st and 3rd Saturdays of each month

(Please Call or Check web-site for additional times and locations)

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

**INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY RECORD
CHECK (CHRC) OVERVIEW**

- All September 2013 renewal licensee/certificate holders must submit to a criminal history check.
- Your license or certificate will not be updated or renewed until you have submitted to the Board a receipt of having initiated the criminal history records check.
- If you are currently in a Non-Renewed status for over a year, you will need to complete a criminal history check.

If your fingerprints are **REJECTED**, you will receive a letter from CJIS. Follow the instructions on the letter and send your **REPEAT prints directly TO CJIS. CALL CJIS WITH ANY QUESTIONS ABOUT RETURNED CARDS AND REPEAT PRINTS. DO NOT RETURN THE REPEAT CARDS TO THE BOARD OF NURSING**

VERIFICATION THAT ELECTRONIC FINGERPRINTS WERE TAKEN:

ALL electronic receipt(s) must have the:

- Applicant's name; and
- Date and transaction/reference number
- Signature of the person taking the fingerprints.
- License/certificate holder number.

If in doubt, check the FAQs on the Board's website under criminal history record checks. **THEN** if there are further questions or concerns, contact Jeff Odin jeff.odin@maryland.gov or fax (410.358.3530).

INSTRUCTIONS FOR COMPLETING THE ELECTRONIC FINGERPRINT

1. Please see attached paper insert (last page) referencing the electronic fingerprints. When you get your fingerprints done, you will receive a printed receipt with your name, date of print, transaction/reference number and signature of person taking print. **Submit the printed receipt to MBON and complete your online renewal application.**
2. For CJIS Customer Service Desk call 410-764-4501 or 1-888-795-0011; 8a to 5p Monday - Friday.
3. Be sure to take a copy of the last page of this document and **at least one** of the following proper forms of identification with you. **Documents must be current.**
 - Maryland driver's license
 - Another state or country driver's license
 - Passport
 - Certificate of U.S. citizenship
 - Alien registration card
 - Identification card issued by a state or local governmental agency, the District of Columbia, a United States territory, or a foreign government.
4. If you have any questions:
 - Consult the Board's website for the status of your application, or
 - Consult the Board's website for CHRC process questions - located under Criminal History Records Checks link
 - If you have questions about the CHRC results, you may contact Jeff Odin, Administrative Specialist or Tomika Taylor, Administrative Specialist and leave the following information:
 - i. leave your full name,
 - 1 contact information
 - 2 telephone number,
 - 3 ssn,
 - 4 license/certificate number
 - 5 tracking number
 - ii. fax 410-358-3530, or
 - iii. jeff.odin@maryland.gov
 - iv. tomika.taylor@maryland.gov

