



**AUTHORIZATION AND RELEASE FOR THE PROCUREMENT OF A
CONSUMER AND/OR INVESTIGATIVE REPORT**

I, _____ (print full legal name) the undersigned consumer, do hereby authorize **BALTIMORE COUNTY PUBLIC SCHOOLS**, by and through its independent contractor, **MorphoTrust USA**, to procure a consumer report and/or investigative consumer report on me. The above-mentioned reports include Federal Bureau of Investigation (FBI) and State of Maryland criminal records, national and state sex offender registries, social security number verification, and present and former addresses.

I understand that I may request a written disclosure of my rights under FCRA 15 U.S.C. 1681 with the nature and scope of any investigative consumer report prepared on me upon my written request to **MorphoTrust USA**, that is made within a reasonable time after the date hereof.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to **BALTIMORE COUNTY PUBLIC SCHOOLS**, by and through **MorphoTrust USA**, including, but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources. Credit bureaus will be used solely for the purpose of verifying identity. **BALTIMORE COUNTY PUBLIC SCHOOLS** does not perform a credit history check.

I hereby release **BALTIMORE COUNTY PUBLIC SCHOOLS**, **MorphoTrust USA**, and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs or others making such claim or demand on my behalf, for procuring, providing and/or assisting with the compilation or preparation of the consumer report and/or investigative consumer report hereby authorized.

***Applicant Notification and Record Challenge:** Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34.*

PLEASE NOTE THAT BALTIMORE COUNTY PUBLIC SCHOOLS MAY RECEIVE ALERT NOTICES WHEN FUTURE ARRESTS / COURT DATES / CRIMINAL INFORMATION IS POSTED TO THE FBI AND/OR THE STATE OF MARYLAND.

Signature: _____ **Date:** _____

My initials below affirm that I have reviewed copies of the following documents as required by the FBI:
“NONCRIMINAL JUSTICE APPLICANT’S PRIVACY RIGHTS”: _____ (initial here)
“PRIVACY ACT STATEMENT”: _____ (initial here) - (documents found on Fingerprinting Website)



BALTIMORE COUNTY PUBLIC SCHOOLS
OFFICE OF INVESTIGATIONS AND RECORDS MANAGEMENT
DISCLOSURE INFORMATION FORM
(Must be read and signed prior to fingerprinting)

INSTRUCTIONS

Before completing the Background Check Form, please read the information below. You are required to sign that you have read and understand the information presented. If after reading the information, you have questions regarding any pending charges or possible convictions/DSS findings you may ask to speak privately with an investigator who will assist you.

The fingerprint technicians are not responsible for the accuracy or completion of your documents. They do not have access to court, Department of Social Services records, or police reports and are not qualified to make decisions about the outcome of legal matters.

REQUIREMENT FOR BACKGROUND CHECKS

The State of Maryland, Family Law Article, Part IV (Criminal Background Investigations for Employees of Facilities that Care for or Supervise Children) Annotated Code of Maryland Section 5-560 to 5-568 governs the background check process that is conducted before someone can work in a school system. During the background investigation process, an individual's background will be thoroughly checked and verified from a variety of sources such as the Federal Bureau of Investigation (FBI), Maryland Criminal Justice Information System – Central Repository (CJIS), Department of Social Services (DSS), and Consumer Reporting Agencies (e.g. verification of social security number).

INFORMATION THAT IS REQUIRED TO BE DISCLOSED

If you have **pending criminal charges** or have ever been a defendant in a criminal court case in the State of Maryland, or any other state, that ended in a disposition of:

- Guilty (a conviction),
 - Probation before Judgment (PBJ),
 - A court ruling of Not Criminally Responsible (NCR)
- OR
- Been charged with a serious traffic violation that resulted in your arrest that ended in a disposition of Guilty (conviction)
 - Been the subject of a Department of Social Services (DSS) investigation,

You must accurately list each pending criminal charge and/or disposition/conviction. You will need to submit a written statement regarding the charges you have listed on the sheet accompanying the Background Check Form.

PLEASE NOTE:

Convictions occurring before a person turned 18 years of age do not have to be reported unless you were tried as an adult.



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There is a difference between legal expungement (removal from your record) of criminal conviction records and the completion of a court-imposed probationary period. The completion of a court-imposed probationary period does not result in the expungement of a criminal conviction record. [For information on expungement please refer to www.courts.state.md.us/expungement](http://www.courts.state.md.us/expungement) and/or request a packet from the fingerprint technician.



If you are not sure about certain information that may be in your criminal history record, do not complete the Background Check Form today. You are advised to contact the court(s) and/or Department of Social Services (DSS) where your information may be kept, or seek the advice from the attorney who handled your case before continuing the background process.

Circle the correct answer for the following questions before signing:

Have you disclosed any and all pending criminal charges? (*pending charges—those for which you have not yet gone to court*) Yes No

Have you disclosed all your previous criminal convictions unless you have received confirmation that they have been expunged? Yes No

Are you currently on supervised or unsupervised probation for an offense(s)? Yes No

FAILURE TO DISCLOSE

If it is determined that you intentionally did not list the information required to be disclosed, it will be assumed that you intentionally withheld critical information in an effort to seek employment with this agency. Under these circumstances, the application will be rejected as falsified or misrepresented. If you have already been hired, this omission will result in the termination of your employment with Baltimore County Public Schools.

I attest that I have read and understood the information provided in this Fingerprinting Disclosure Form. I also understand that the fingerprinting fee is not refundable once I am fingerprinted.

Signature: _____ Date: _____



BALTIMORE COUNTY PUBLIC SCHOOLS

6901 North Charles Street, Building E, Towson, MD 21204

BACKGROUND CHECK APPLICATION FOR FINGERPRINTING NON-BCPS EMPLOYEES

POSITION APPLIED FOR

Intern/Student Teacher College: _____ BCPS assigned location: _____

Volunteer/Chaperone BCPS School: _____ Volunteer location: _____

Contractor Name of Company: _____

Company Contact name and number: _____

PRINT FULL NAME: _____

Other Name Used: (including maiden name): _____

Social Security Number: _____ **Driver's License Number:** _____

State of Issue: _____ **Date of Birth:** _____ **Male** **Female**

CURRENT ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

Home Telephone Number: _____ **Cell Phone Number:** _____

Dates Lived at this Address: _____

PREVIOUS ADDRESSES FOR LAST SEVEN (7) YEARS

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

Dates Lived at this Address: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

Dates Lived at this Address: _____

REPORT OF CRIMINAL CONVICTIONS

WARNING: Failure to report criminal convictions, Probation before Judgment (PBJ) dispositions, or pending charges may result in termination of your employment with Baltimore County Public Schools. Any individual who fails to disclose prior conviction(s) or the existence of pending charge(s) shall be guilty of perjury. This is a misdemeanor offense and on conviction is subject to a fine not exceeding \$1,000 or imprisonment not exceeding 1 year or both.

EMPLOYEE INITIAL HERE: _____

Have you ever been convicted, or placed on probation before judgment (PBJ), found not criminally responsible, or have pending criminal charges against you without a final disposition for an offense other than a minor traffic violation? Yes No

IF YOU CHECKED "YES" ABOVE, PLEASE COMPLETE THE FOLLOWING INFORMATION

Charge: _____ **Date:** _____ **Location:** _____ **Conviction** **PBJ** **Pending**

Charge: _____ **Date:** _____ **Location:** _____ **Conviction** **PBJ** **Pending**

Charge: _____ **Date:** _____ **Location:** _____ **Conviction** **PBJ** **Pending**

MARYLAND CODE: Family Law: Title 5.Children; Subtitle 5. Child Care Foster Care: Part VI. Criminal Background Investigations for Employees of Facilities and Other Individuals That Care for or Supervise Children, Section 5-550 to 5-559. Prior criminal offenses: As part of the application process for a criminal history records check, the employee shall complete and sign a sworn statement or affirmation disclosing the existence of a criminal conviction, probation before judgment disposition, not criminal responsible disposition, or pending criminal charges without a final disposition.

Signature: _____ Date: _____



Baltimore County Public Schools

Applicant Statement of a Criminal Conviction, Probation before Judgment, or Pending Criminal Charge

On _____ I applied for a position with Baltimore County Public Schools. On my Background Check Application, I acknowledged a prior conviction, probation before judgment (PBJ) disposition, found not criminally responsible, or a pending charge for an offense other than a minor traffic violation. I hereby release and disclose the following specific information regarding the conviction(s), PBJ disposition(s), not criminally responsible, pending charges, or other potentially adverse information I noted.

PLEASE DO NOT REPORT MINOR TRAFFIC VIOLATIONS OR ARRESTS THAT DID NOT RESULT IN A CONVICTION

Date of Arrest for Conviction, PBJ or pending criminal charges ONLY: _____

Specific Charge(s): _____

Court Date: _____

Details of the Incident: _____

I have made the above statement of my own free will in the interest of providing the truthful facts regarding a previous incident(s) which resulted in a conviction, PBJ disposition or pending charges against me. This statement is true to the best of my knowledge and I have not been promised anything in exchange for this statement.

Signature: _____ Date: _____

INVESTIGATOR'S COMMENTS (if any):

Investigators Signature: _____ Date: _____



Baltimore County Public Schools Demographic Information Sheet

Applicant Information (Please type or print clearly) All Fields are required

Last Name: _____

First Name: _____

Middle Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Height: _ft. _in. Weight: _lbs.

Social Security Number: _____ Date of Birth: _____

Place of Birth (state): _____ Citizen Country: _____

State Issued ID Number: _____ State: _____

Position: _____

Are you Hispanic or Latino? Yes No Race - Please select one or more races from the groups below: Asian White Black or African American Native Hawaiian or Other Pacific Islander American Indian or Alaska Native	Male.....M Female.....F Hair Color Bald.....BAL Black.....BLK Blonde/Strawberry...BLN Brown.....BRO Gray/Partial Gray.....GRY Red/Auburn.....RED Sandy.....SDY White.....WHI	Black.....BLK Blue.....BLU Brown.....BRO Gray.....GRY Green.....GRN Hazel.....HAZ Pink.....PNK Multi-Color.....MULT
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Signature: _____ Date: _____