

Instructions to Apply for a Criminal History Records Check

As a qualification for initial licensure, reinstatement, or registration, individuals must apply for a state and FBI criminal history records check (also known as CHRC or background check) through the Criminal Justice Information System (CJIS) Central Repository of the Department of Public Safety and Correctional Services (DPSCS). Individuals must submit their fingerprints to CJIS for a background check. *The Board of Physicians (the Board) may not reinstate or issue a new license or registration to any applicant or licensee if the Board has not received their CHRC information.*

Note: A CHRC is not required to renew a license or registration.

The CHRC results will be maintained in the Maryland and FBI databases for further identification. Individuals have the right to challenge their records, which is discussed in detail in the **FBI Privacy Act Statement/Noncriminal Justice Applicant's Privacy Rights notice**.

How do I submit my fingerprints for a CHRC?

1. If you reside **within** Maryland:
 - Go to *any* authorized location in Maryland that provides commercial fingerprinting services. For a listing of commercial fingerprinting services in Maryland, visit the DPSCS website at www.dpscs.state.md.us/publicservs/fingerprint.shtml.
 - **Note:** Before you go to a **CJIS**-operated fingerprinting service location, download and print the LiveScan pre-registration form. *Complete the form and bring it with you.* The LiveScan pre-registration form includes the Board's unique agency authorization numbers.
2. If you reside **outside** of Maryland:
 - Out-of-state individuals have the option of using a Maryland location for fingerprinting. If using a Maryland location, follow the instructions *above* for individuals *residing within Maryland*. If you're using a fingerprinting service outside of Maryland, you must contact CJIS and request that they mail you a fingerprint card. Please contact CJIS by:
 - a. Emailing CJIS customer service at cjis.customerservice@maryland.gov, or
 - b. Calling CJIS at 410-764-4501, or call toll-free at 1-888-795-0011.
3. Provide the fingerprinting service with the Board's unique agency authorization numbers and information listed below, or if applying by mail, write the following information on your fingerprint cards:
 - a. **CJIS state authorization #: 1600000743**
 - b. **FBI ORI #: MD920522Z**
 - c. **Indicate the reason for fingerprinting: Professional License**
 - d. **The type of check: Governmental licensing/certification**
4. **Note:** After having your fingerprints taken, please retain your payment receipt in your records. You will need it to enter your CHRC receipt/confirmation number at the beginning of the Board's application for licensure, reinstatement, or registration. You may also use the barcode numbers on the fingerprint cards or your background check results letter from CJIS.
5. Pay all processing fees to the fingerprinting service or mail the fingerprint card and processing fee to CJIS. Do not mail your fingerprint card to the Board.
6. Download and print the [FBI Privacy Act Statement/Noncriminal Justice Applicant's Privacy Rights notice](#). *You must acknowledge receipt of this notice when you file your application with the Board.* Please retain a copy in your files for future reference.

For additional information, please refer to the [Frequently Asked Questions on the Board's website](#). If you have further questions about applying for a background check, please contact CJIS at 410-764-4501, or cjis.customerservice@maryland.gov.