

# VOLUNTEERS/CHAPERONES

## **Background Screening Process**

Montgomery County Public Schools (MCPS), in collaboration with our vendor American Identity Solutions (AIS), has implemented a modified schedule for in-person background screening services. To schedule your background screening appointment at the MCPS Background Screening Office, please click [here](#) to access the unique registration link specific to this location.

Note: Fingerprinting is available by appointment only.

### Office Location:

Background Screening Office

Carver Educational Services Center (CESC), North Entrance

850 Hungerford Drive, Suite 137

Rockville, MD 20850

240-740-4670

Directions [click here](#)

### Hours of Operation:

Monday – Friday 8 am – 4:30 pm

*PLEASE NOTE: Background Screening hours of operation follow MCPS office Closures and Delayed Opening*

### **Fingerprinting Fee:**

There is a fingerprinting fee of \$62.50 (credit/debit card payment only). Payment is due at the time of your Background Screening appointment and is non-refundable.

### **Bring the following required documents at the time of service:**

- 1 form of current government-issued identification (i.e., Driver's License, State Issued Identification Card, non-expired US Passport)

### **Financial Support**

MCPS is committed to removing financial barriers for our volunteers. If the cost of fingerprinting prevents you from volunteering, financial assistance is available. To request support, please fill out the [Fee Assistance Request Form](#).

### **Background Screening Requirements-Alternate Locations**

If there are no available fingerprinting appointments at the Background Screening Office, you may use one of AIS's alternate locations. Click [here](#) to access the unique registration link specific to these locations. After completing your fingerprinting appointment with AIS, report to the Background Screening Office to complete the remainder of your background screening process. This process will include the completion of additional required paperwork. No appointment is necessary for paperwork submission.

***\*\*Note:\*\* Individuals who do not report to the Background Screening Office to complete the background screening process will not be allowed to proceed with onboarding, volunteer, or chaperone at MCPS school functions, or start student internships.***

We appreciate your patience during this process. If you have additional questions regarding the background screening process, forward them to [backgroundscreening@mcpsmd.org](mailto:backgroundscreening@mcpsmd.org), or contact us at 240-740-4670.