



INSTRUCTIONS TO AN APPLICANT.....

Department of Public Safety and Correctional Services

Police and Correctional Training Commissions

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MARYLAND POLICE AND CORRECTIONAL TRAINING COMMISSIONS (MPCTC) REQUIRED PROCEDURES FOR OBTAINING A CRIMINAL HISTORY BACKGROUND REPORT ON AN APPLICANT TO BE CERTIFIED AS A

- POLICE OFFICER
- CORRECTIONAL OFFICER; OR
- DEPARTMENT OF JUVENILE SERVICES MANDATED EMPLOYEE

Effective January 1, 2016, an applicant to be certified as a police officer by the Police Training Commission, or correctional officer or Department of Juvenile Services employee mandated to be certified by the Correctional Training Commission is required to be fingerprinted for the purpose of the criminal history records being forwarded to the MPCTC.

Within 20 days but no longer than 30 days, of your perspective hiring agency submitting an Application For Certification (AFC) to the MPCTC, you (applicant) must be fingerprinted for the purpose of MPCTC receiving a copy of your Criminal History Records. You (**not the hiring agency**) must apply for your full (State and FBI) criminal history records background report through the Criminal Justice Information System Central Repository of the Maryland Department of Public Safety and Correctional Services.

A list of private and government facilities in Maryland that provide fingerprinting services may be found at: <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

You must request that your criminal history record information reports be sent to:

1. The Md. Police and Correctional Training Commissions using Originating Identifier (ORI) **MD920524Z** and authorization number **1500002464**; and
2. At the same time, you may request a copy of your record be forwarded to you. Upon receipt of your records background report, you may challenge the completeness, contents, and accuracy of the information in the records as allowed by Criminal Procedures Article, § 10-223 of the Annotated Code of Maryland.

(over)

Article - Criminal Procedure

§10-223.

(a) A person who has inspected the person's own criminal history record information may challenge the completeness, contents, accuracy, or dissemination of the information.

(b) A person challenging criminal history record information under subsection (a) of this section shall give written notice of the challenge to the Central Repository and, if the inspection was not at the Central Repository, to the criminal justice unit where the person inspected the information.

(c) The notice under subsection (b) of this section shall:

(1) state:

(i) the part of the criminal history record information being challenged;

(ii) the reason for the challenge; and

(iii) the change requested to correct or complete the criminal history record information or its dissemination;

(2) include any available certified documentation or other evidence supporting the challenge; and

(3) contain a sworn statement, under penalty of perjury, that the information in or supporting the challenge is accurate and the challenge is made in good faith.

(d) (1) After receiving the notice under subsection (b) of this section, the Central Repository shall audit that part of the criminal history record information that is necessary to determine the validity of the challenge.

(2) As part of the audit, the Central Repository may require the criminal justice unit that was the source of the challenged criminal history record information to verify the information.

(e) Within 90 days after receiving notice of the challenge, the Central Repository shall notify the person challenging the criminal history record information in writing of the audit results and its decision.

(f) If the challenge is denied as a whole or in part, the notice required under subsection (e) of this section shall inform the person of the right to appeal the decision.

(g) If the challenge is denied as a whole or in part, the Central Repository shall send written notice of this decision to each criminal justice unit that was sent a copy of the challenge.