

Criminal History Record Checks Begin October 1

In the 2015 session, the General Assembly passed SB 449 (CH 34) that requires State Board of Physicians **applicants and licensees** to submit to Criminal History Records Checks (CHRCs) as a qualification for licensure, and creates new grounds for disciplinary action if a licensee fails to submit to a required CHRC.

Effective October 1, 2016, CHRC's are required for all reinstatements, renewal, and initial license applications for **ALL licensees**. Applicants have the right to challenge the accuracy of the information in the CHRCs. This is discussed in more detail in the FBI [Noncriminal Justice Applicant's Privacy Rights](#) notice.



Failure to submit to a Criminal History Record Check may result in a disciplinary action by the Board.

STEPS TO TAKE

Within Maryland

1. Go to an authorized location to get fingerprinted before completing your renewal application. For a list of electronic fingerprinting locations go to the following website: <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml> (If there are any concerns about a fingerprinting location please contact CJIS directly.)
2. Provide the fingerprinting entity the CJIS Authorization number and FBI ORI number:
CJIS Authorization#: 1600000743
FBI ORI#: MD920522Z
3. Pay the appropriate fee to the fingerprinting entity. CJIS will send CHRC results to the Board within 24-72 hours. Please do not contact the Board to verify receipt.

Outside of Maryland

Out of state applicants have the option of using a Maryland location for fingerprinting. If a Maryland location is used follow the instructions above for applicants within Maryland.

If a location outside of Maryland is used, follow these instructions:

- a. Either:
 - i. Write to CJIS-Central Repository: P.O Box 32708
Pikesville, Maryland 21282 2708, **or**
 - ii. Call the Central Repository in Baltimore City at 410-764-4501 or toll free number 1-888-795-0011 to request fingerprint cards.
- b. Have CJIS Authorization number and FBI ORI Board numbers available to complete your submission.

- c. Mail the fingerprint card and associated fee to
CJIS-Central Repository
P.O Box 32708
Pikesville, Maryland 21282-2708, or
overnight the fingerprint card to
6776 Reisterstown Road, Suite 102
Baltimore Maryland 21215. *Do not mail to the Board of Physicians.*
- d. Please include a check or money order made out to "CJIS Central Repository." CJIS will send CHRC results to the Board within 24-72 hours.

Things to keep in mind:

- Licensees can apply for CHRC before the renewal period begins but the Board recommends that you do not submit your fingerprints earlier than 6 weeks before the date you intend to complete your license renewal application.
- If you were fingerprinted for another reason (firearm, another job, etc), you need to be fingerprinted again. Results of CHRC in another state or conducted elsewhere in Maryland cannot be sent to the Board. Your fingerprinting results are not shared with other agencies.
- CJIS will send CHRC results to the Board within 24-72 hours. Please do not contact the Board to verify receipt.
- Contact the CJIS Central Repository direct at 410-764-4501 or 1-888-795-0011 if you have questions, concerns and to request fingerprint cards.
- The Board is authorized to retain CHRC information for 90 days.



Questions? Please contact MedChi at 1-800-492-1056 or info@medchi.org.

For more information visit the Board of Physician's website,
<http://www.mbp.state.md.us/pages/chrc.html>