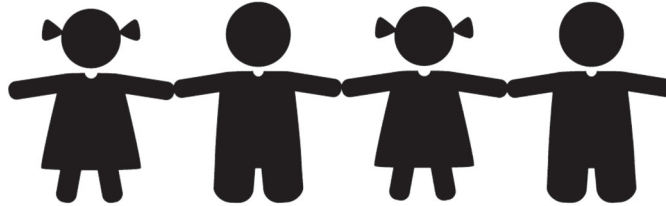


Fingerprinting/Background Check

Aspen Hill Cooperative Nursery School



1001 Twinbrook Pkwy. Rockville, MD 20851

ahcns.org

Every adult who will be helping in the classroom (co-opping) is required to be fingerprinted and is subject to a local and FBI background check, as required by the State of Maryland Office of Childcare. Where and when the fingerprints are done is up to the individual, but no one will be allowed to co-op unless this step is completed. Be sure to bring a government issued ID when you go to your appointment. You can have this done at a local police department or with a private firm.

AHCNS has worked with American Identity Solutions in the past and our members have found it very easy to complete the process. There are three locations—Silver Spring, Rockville and Bethesda—and appointments can be made by calling or going to their website (www.americanident.com). Again, we do not require that you use this company but are offering the name as a possibility.

Please remember to take this instruction sheet with you to your fingerprinting appointment. You will need to provide the following codes:

- Authorization Number: **9000016082**
- Office of Child Care Number: **1100000053**

If you have been fingerprinted for a background check within the past year and have the reference number, you may be able to use those results. Please see Hillary Clagett for more information.

Any other questions regarding the fingerprint process should also be directed to Hillary Clagett: hillary.clagett@gmail.com