

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. **To prove that you have been fingerprinted, you must turn in a copy of your receipt which includes a reference number.**

AHCNS has worked with American Identity Solutions in the past and our members have found it very easy to complete the process there. They are offering AHCNS parents a discounted rate (\$58.50). If you wish to get that rate, you must use their form which is attached. Again, we do not require that you use this company but are offering the name as a possibility.

If you go to a different vendor, please remember to take this instruction sheet with you to your fingerprinting appointment. You will need to provide the following codes:

- CJIS Authorization Number: **9000016082**
- Office of Child Care Regional Authorization Number: **1100000053**
- Originating Agency Identifier (Z-ORI): **MD920523Z**

Any questions regarding the fingerprint process should be directed to Nancy Popson:
nepopson@gmail.com



**AMERICAN IDENTITY
SOLUTIONS**
IDENTITY SOLUTIONS THROUGH BIOMETRIC DESIGN

SPECIAL PRICE FORM - Not for invoicing

Agency has special price listed in Clover

AIS employees: Please attach a copy of the payment receipt to this form and file it.

Agency: Aspen Hill Cooperative Nursery School

Service requested: Child Care, (full background check)

ORI: MD920523Z

Authorization number: 9000016082

Office of Childcare: 1100000053

Name: _____

Appointment Date: _____

Appointment Time: _____

Our locations (please call or visit www.americanident.com to schedule an appointment):

- 7361 Calhoun Pl, Suite 485, Rockville, MD 20855
(301) 296-4499
(M-F 9am-5pm, 5pm-6pm appt only, Sat 9am-1pm appt only)
- 12501 Prosperity Dr, Suite 200, Silver Spring, MD 20904
(240) 670-7952
(M-F 9am-5pm)
- 6701 Democracy Blvd, Suite 110, Bethesda, MD 20817
(301) 571-9479
(M-F 9am-5pm)
- 12800 Middlebrook Rd, Suite 112-B, Germantown, MD 20874
(301) 383-9651
(M-F 9am-5pm)