

Background Check Instructions

1. Complete the required *Livescan Pre-Registration Application* document.
2. Take this document to CJIS Fingerprinting Service. They are located at 6776 Reisterstown Road, Suite 102, Baltimore, MD 21215. The telephone number is **410-764-4501**. The days and hours of operation are Monday-Friday from 8:30 am 5:00 pm. **You must bring a current driver's license or state issued ID along with the above document.**
3. Pay the fee of **\$50.00** and have your fingerprints taken. They do **not** accept **cash, American Express, or Discover cards**. Please obtain a receipt upon payment and completion. The receipt will have a 12-digit tracking number. **That number will be needed when you complete your nursing assistant application online.**
4. Your background check results will be mailed and should be received within 7 days. Bring a copy of your background check results.
5. Call the school if you have any issues, concerns or questions at 410-528-1600.