



Department of Public Safety and Correctional Services

Maryland Police and Correctional Training Commissions

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June 1, 2024

To: All Agency Heads requesting certification of an individual with the Maryland Police Training and Standards Commission or the Maryland Correctional Training Commission

From: MPCTC Certification Unit

Effective January 1, 2016, an individual for whom certification is sought is required to submit to a criminal history records check via fingerprinting and the results shall be sent to the Maryland Police and Correctional Training Commissions' Certification Unit. A list of private and State government facilities providing fingerprinting services is available at <https://dpscs.maryland.gov/publicservs/fingerprint.shtml>.

At the time of fingerprinting, the individual must request their criminal history record information be submitted to the MPCTC Certification Unit. An agency may process the fingerprints on behalf of the individual at their agency. In order to do this, the agency must submit using the following information:

- The MPCTC Originating Identifier (ORI) - **MD920524Z**; and
- Authorization Number **1500002464**
- For the purpose of **Governmental Licensure**

Note: The agency shall advise the individual that they have 30 days to complete the fingerprints.

Once the fingerprints are completed the Agency shall submit an Application for Certification.

Individual's Right to Challenge Erroneous Information

The agency shall advise the individual that they may request a copy of their criminal history record be returned to them as well. Should the individual determine the completeness, contents, and accuracy of the information is incorrect, the individual may challenge the accuracy in accordance with Criminal Procedures Article, § 10-223 of the Annotated Code of Maryland,

<https://mgaleg.maryland.gov/mgawebsite/Laws/StatuteText?article=gcp§ion=10-223&enactments=false>.

In the event the individual successfully disputes completeness, contents, and accuracy of the information in the records, new fingerprints shall be submitted to the MPCTC Certification Unit.

MPCTC Processing and Maintaining Criminal History Record Information

When the MPCTC Certification Unit of the Police and Correctional Training Commissions receives an individual's criminal history record information, such records will be maintained in a confidential manner for no longer than 90 days.