



## Department of Public Safety and Correctional Services

### Maryland Police and Correctional Training Commissions

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**June 1, 2024**

**To: Individuals for whom certification is being sought 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. In order to do this, the following information must be provided to the fingerprinting agent:

- The MPCTC Originating Identifier (ORI) - **MD920524Z**; and
- Authorization Number **150002464**
- For the purpose of **Governmental Licensure**

Note: Fingerprints must be submitted within 30 days of the agency advising the applicant to complete the fingerprints.

#### **Individual's Right to Challenge Erroneous Information**

You may request a copy of your criminal history record be returned to you as well. Should you determine the completeness, contents, and accuracy of the information is incorrect, you 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&section=10-223&enactments=false>.