

IMPORTANT PRIORITY MESSAGE

IMMEDIATE ACTION REQUIRED

Licensing Division
1111 Reisterstown Road
Pikesville, MD 21208
March 12, 2012

TO: APPLICANTS FOR SERVICES PROVIDED BY THE MARYLAND STATE POLICE LICENSING DIVISION

RE: NEW FINGERPRINT PROCEDURES EFFECTIVE MARCH 19, 2012

EFFECTIVE March 19, 2012, The Maryland Department of State Police will no longer accept federal and/or state fingerprint cards from Applicants for Permits, Licenses, Commissions or any other type of certification or identification related to Licensing Division activities and/or responsibilities. In addition, the Federal Bureau of Investigation (FBI) has reduced the amount they charge for fingerprint and name based criminal history records checks. The fee change is effective March 19, 2012.

The Maryland Department of Public Safety and Correctional Services, the entity that processes both State and Federal fingerprint cards (inked and rolled type), has notified the Maryland State Police that they will only process electronic submissions of fingerprints beginning on April 15, 2012. The Federal Bureau of Investigation prompted this action as they, at the direction of their Director, will no longer accept fingerprint cards for comparison purposes. Due to fee changes and operational preparations for the April 15th move away from fingerprint cards, the Department of State Police will begin the transition on March 19, 2012.

EFFECTIVE MARCH 19, 2012, ALL FINGERPRINTS MUST BE SUBMITTED ELECTRONICALLY VIA AN APPROVED SITE OR VENDOR. FOR FURTHER INFORMATION PLEASE USE THE BELOW LINK TO REVIEW THE NEW POLICIES AND PROCEDURES PRESENTED BY THE MARYLAND DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES AS WELL AS THE LOCATION OF AVAILABLE SITES FOR ELECTRONIC FINGERPRINTING:

<http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

APPLICATIONS MUST BE POSTMARKED AS SENT TO THE LICENSING DIVISION WITHIN 72 HOURS OF FINGERPRINTS BEING ELECTRONICALLY SUBMITTED THROUGH AN ELECTRONIC FINGERPRINT PROCESSING CENTER. IF YOUR APPLICATION IS NOT SUBMITTED WITHIN 72 HOURS IT **MAY BE RETURNED** TO THE APPLICANT. This is important as the value of fingerprints submitted decreases over time and results become unusable after 30 calendar days.

IMPORTANT NOTE: ATTACH THE RECEIPT PROVIDED BY THE FINGERPRINT PROCESSING CENTER TO THE FRONT LEFT UPPER CORNER OF THE FIRST PAGE OF THE APPLICATION WHEN SUBMITTING. THE TRACKING NUMBER PROVIDED ALLOWS PERSONNEL TO LOCATE AND ACCESS FINGERPRINT COMPARISON RESULTS AMONG ALL THAT ARE RECEIVED BY THE DIVISION. Applications received without the receipt may not be processed in a timely manner or at all in some cases. Authorization codes for the various requests are available at the Electronic Fingerprint Processing Centers.

IF YOUR APPLICATION IS RECEIVED BY THE LICENSING DIVISION, AND WE DO NOT RECEIVE NOTIFICATION THAT THE FINGERPRINTS HAVE BEEN SUBMITTED WITHIN FIVE BUSINESS DAYS, YOUR APPLICATION WILL BE RETURNED

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FEES TO THE LICENSING DIVISION ARE NON REFUNDABLE. FEES PAID TO THE ELECTRONIC FINGERPRINT PROCESSING CENTER DO NOT INCLUDE THOSE FEES OWED TO THE LICENSING DIVISION FOR THE PROCESSING OF THE ACTUAL APPLICATION. THE FINGERPRINT PROCESSING CENTERS ARE UNDER PRIVATE OWNERSHIP AND THEIR FEES COULD VARY. THE DEPARTMENT MARYLAND STATE POLICE IS NOT AFFILIATED WITH THE ELECTRONIC FINGERPRINT PROCESSING CENTERS AND DO NOT REGULATE NOR RECEIVE OR BENEFIT FROM ANY FEE THAT THEY MAY CHARGE. PLEASE ENSURE YOU HAVE CALCULATED YOUR FEES CORRECTLY. CHECKS OR MONEY ORDERS SENT TO THE MARYLAND STATE POLICE SHOULD NOT INCLUDE FEES FOR FINGERPRINTS ELECTRONICALLY CAPTURED AFTER MARCH 19, 2012, UNLESS PAPER FINGERPRINT CARDS HAVE BEEN SUBMITTED BY OUT-OF-STATE APPLICANTS.

One exception to the above procedure exists. If you are an applicant who maintains a primary residence outside of Maryland AND this address is supported by an out-of-state driver's license you may continue to submit State and Federal fingerprint cards. FBI-Approved Channelers may be used by out of state applicants required to submit FBI fingerprint cards as in the case of renewals. Approved Channelers may be found on the FBI web site. All other applicants who submit fingerprint cards obtained after March 19, 2012, will have their application rejected.

FINGERPRINT FEE CODES

Below are the codes to be used when having your fingerprints taken for submission to the Maryland Department of Public Safety and Correctional Services in response to a request for services from the Maryland State Police Licensing Division.

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| 1. Handgun Permit | 9400082484 |
| 2. Security Guard (Individual) | 9300000802 |
| 3. Private Detective (Individual) | 9400082495 |
| 4. Security Agency/Private Detective Agency (Company)..... | 9400082495 |
| 5. Special Police/Railroad Police Commissions | 9400082506 |
| 6. Security Systems Agency/Security Systems Technicians... | 9700004860 |
| 7. Regulated Firearms Dealer | 9400082473 |
| 8. Class III | 9400082473 |

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