

STATE OF MARYLAND DEPARTMENT OF STATE POLICE OFFICE OF THE STATE FIRE MARSHAL



http://mdsp.org/firemarshal

REQUEST FOR CRIMINAL RECORD CHECK

Public Safety Article, Title 6, Subtitle 3, 6-306 of the Maryland Code states "subject to Title 10, Subtitle 2 of the Criminal Procedure Article, fire departments and rescue squads of the State or any of its political subdivisions and volunteer fire companies and rescue squads may request a criminal record check on an applicant for employment or appointment as a volunteer or paid firefighter, rescue squad member or paramedic."

Requesting Department:									
Department Address:									
City:					State:			Zip Code:	
Signature of Department President or Chief				Date					
Applicant Full Name:					Social S	Security #	:		
Date of Birth:					Race:			Sex:	
Driver's License #:					State Is:	sued:			
Home Address:						-			
City:				State:				Zip Code:	
Home Phone:				Email:					
Have you ever been convicted of any crime? Yes: No: [No: 🗌] If yes, explain:					
I,, authorize the State Fire Marshal's Office to conduct a criminal record search.									
Signature of Applicant				Date					

FOR OFFICE OF STATE FIRE MARSHAL USE ONLY

	A Criminal Justice Information System (CJIS) record check indicated the applicant appears to have no known criminal record.					
	A Criminal Justice Information System (CJIS) record check indicates that the applicant appears to have a known criminal record.					
Signature & ID Number of OSFM Employee		Date				

REQUEST FORM INSTRUCTIONS

1. Fire and rescue departments wishing to use the services of the Office of the State Fire Marshal (OSFM) for applicant criminal histories are to submit a completed "Request for Criminal Record Check" Form DSP-SFMP 007 to the address below.

2. Upon receipt of the OSFM Form DSP-SFMP 007 at our Headquarters office, a Department of Public Safety and Correctional Services (DPSCS) Livescan Pre-Registration Application Form will be provided to the applicant. The DPSCS Live Scan Pre-Registration Application Form contains the required OSFM information necessary for FBI and Maryland CJIS processing to ensure the results of the criminal history check are forwarded to the OSFM. The DPSCS Livescan Pre-Registration Application is to be completed by the applicant and provided to the vendor performing the fingerprint capture/scan. Approved DPSCS locations performing Livescan fingerprint capture/scan can be found at www.dpscs.maryland.gov(click on fingerprinting services).

3. The DPSCS Livescan Pre-Registration Application is to be completed by the applicant and provided to the vendor performing the fingerprint capture/scan. Approved DPSCS locations performing Livescan fingerprint capture/scan can be found at www.dpscs.maryland.gov (click on fingerprinting services).

4. Type or print clearly in ink. All information requested <u>must</u> be provided. Incomplete forms will be returned to the requesting agency.

5. The President or Chief of the Department, and the Applicant shall use a "live" signature, name stamps will not be accepted.

6. All fees required for State and FBI processing and any service charges by the vendor must be paid at the time of fingerprint capture/scanning to the vendor, no fees are to be submitted to the OSFM.

7. Upon receipt of the individual criminal history record from the FBI and CJIS, the OSFM will provide a letter to the requesting entity consistent with current practice.

SUBMIT THE "REQUEST FOR CRIMINAL RECORD CHECK " TO:

Office of the State Fire Marshal Voice: 410-653-8980 1201 Reisterstown Road Pikesville, Maryland 21208-3899

* Public Safety Article, Title 6, Subtitle 3, 6-306 of the Maryland Code states "A volunteer or career company or rescue squad may consider the existence of a criminal conviction in determining whether to employ or appoint an applicant.

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<u>WARNING:</u> ANY PERSON WHO WILLFULLY MAKES A FALSE STATEMENT ON THIS APPLICATION IS GUILTY OF A MISDEMEANOR AND ON CONVICTION IS SUBJECT TO A FINE OF NOT MORE THAN \$1,000.00 OR IMPRISONMENT NOT EXCEEDING THREE (3) YEARS, OR BOTH