



Fingerprinting Instructions

(Updated 4/1/23)

1. Employee must locate an **electronic fingerprint capture location** by visiting the following website: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml> and making an appointment. You must bring a valid form of government identification to the appointment. (Examples: driver's license, Certificate of Naturalization, passport, Alien Registration Card, or Military Identification)
2. Fill out the **Livescan Pre-registration Application** that is on the Kayitz Staff Forms webpage, print it and bring it to the fingerprinting center. You are requesting a full background check (State of Maryland and FBI) for authorized agencies.
3. **Bring payment.** Major credit cards, checks, and money orders are accepted. Cash is not accepted at the State Operated Fingerprinting Centers. The cost should be \$51.25. **Obtain a receipt** for payment and submit to Alyssa Katon, Kayitz Supervisor, for reimbursement.
4. Machane TBA will receive notification when your background check is complete. This information is kept in your confidential file in the Machane TBA/Kayitz office.