

Prince George's County Police
Office of Secondary Employment
Background Check Information Sheet

This information is provided to assist business owners in completing the background check requirement in the submission of a security plan.

For local and state background checks you may go in person to the Criminal Justice Information Center (CJIS) and have your background check and Federal Bureau of Investigation fingerprint cards completed.

Agency: CJIS

Location: 6776 Reisterstown Road
Baltimore, Maryland 21215

Telephone: (410) 764-4501

Hours: Monday through Friday from 8:00 a.m. until 5:00 p.m.

Fee: \$39.00 check or money order.

CJIS will conduct a state and local background check and mail you the results. Please remember to ask for a gold seal copy. Only the original gold seal copy will be accepted with the security plan package.

To complete the Federal background check you must send in your Federal Bureau of Investigation (F.B.I.) fingerprint card along with the application and \$18.00 check or money order to:

FBI CJIS Division – Record Request
1000 Custer Hollow Road
Clarksburg, WV 26306

The application is available online at <http://www.fbi.gov/about-us/cjis/background-checks/applicant-information-form>

The application process may take up to 8 weeks to complete.

Please remember to submit the original results along with a copy of your Business Security Plan Application Form (PGC Form #5238) to the Prince George's County Police Department, 7600 Barlowe Road, Landover, MD 20785.