

IMPORTANT PRIORITY MESSAGE

IMMEDIATE ACTION REQUIRED

Licensing Division
1111 Reisterstown Road
Pikesville, MD 21208

March 1, 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.

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 March 19, 2012. The Federal Bureau of Investigation prompted this action as they will not longer accept fingerprint cards for comparison purposes.

EFFECTIVE MARCH 1, 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 TO LOCATE THE SITES AVAILABLE FOR ELECTRONIC FINGERPRINTING:

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

APPLICATIONS MUST BE POSTMARKED AS SENT TO THE LICENSING DIVISION OR STAMPED AS DELIVERED TO THE LICENSING DIVISION WITHIN 72 HOURS OF FINGERPRINTS BEING ELECTRONICALLY SUBMITTED. 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 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. Applications received without the receipt may not be processed in a timely manner. Authorization codes for the various requests are available at the fingerprint sites.

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.**

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. PLEASE ENSURE YOU HAVE CALCULATED YOUR FEES CORRECTLY. CHECKS OR MONEY ORDERS SENT TO THE MARYLAND STATE POLICE SHOULD NOT INCLUDE FEES FOR FINGERPRINTS AFTER MARCH 19, 2012, UNLESS PAPER FINGERPRINT CARDS HAVE BEEN SUBMITTED BY OUT OF STATE APPLICANTS.

RE: **NEW FINGERPRINT PROCEDURES EFFECTIVE MARCH 19, 2012**

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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. 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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