



Montgomery County Department of Parks

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Welcome to the Montgomery County Department of Parks' Volunteer program!

The Department of Parks complies with Maryland's Family Law on child protection. That law requires all employees in a recreation center or recreation program operated by the state or local government, be fingerprinted for a national (FBI) and state criminal history records check. Because your assignment may potentially put you in contact with children in a park setting, we require you to have a background check conducted.

Fingerprinting should occur within thirty (30) days of appointment, prior to the start of your service. The standard location for fingerprinting is as follows:

Montgomery Department of Parks – Parks Headquarters
Management Services Division, Suite 102
9500 Brunett Avenue, Silver Spring, MD 20901
Every Wednesday: 8:30 a.m. – 2:00 p.m.

During peak seasons, additional times and locations may be added. Your supervisor may schedule appointments at other park locations and will inform you of the alternative location.

Please take this letter with you and bring a government-issued ID (such as a driver's license, passport, military ID) or school-issued ID, along with the attached receipt form. The receipt will be stamped and dated by a Certified Fingerprinting Specialist to document that you have been fingerprinted. A copy of the receipt form will be returned to you upon completion of your fingerprinting and should be given to your supervisor on the first day of volunteer service.

Please note that **M-NCPPC cannot accept fingerprints taken from any other organization.**

If you have any questions, please call Management Services Division at 301-495-2540.

Thank you for your cooperation and support of our wonderful park system.

Sincerely,

Management Services Division

Montgomery County Department of Parks

FINGERPRINTING RECEIPT

Please Print Clearly

Volunteer Name: _____

Work Location: _____

Division: _____ **Date:** _____

| Official Use Only: | |
|-------------------------------------|------------|
| _____ | _____ |
| Certified Fingerprinting Specialist | Stamp/Date |