FINGERPRINT INSTRUCTIONS

Please go to CJIS for fingerprinting prior to the expiration date listed on the card and as soon as possible after receiving your instructions. CJIS is a state office and located at 6776 Reisterstown Road, Suite #102, Baltimore, MD 21215 - 410-764-4501 (when looking at Reisterstown Plaza, go to the right, around towards the back of the building).

You will need the authorization number #01000082861. You must have the card with you in order to get the Volunteer Discount and be reimbursed by CASA of Baltimore County. You may pay by check, money order or credit card (no cash). Please bring your receipt back to the CASA Office for reimbursement.

CJIS hours are as follows: Monday through Friday, 8:30 a.m. to 5 p.m. (no Saturday hours). Please call CJIS or check online for any additional information (410-764-4501/ https://www.dpscs.state.md.us/publicservs/bgchecks.shtml

*\*You must be fingerprinted, even if you have been fingerprinted for employment or another volunteer position. You will not be able to be assigned a CASA case until background checks have been completed.*