Office: 410-632-1908 (Option #6)

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LICENSE COMMISSIONERS

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IMPORTANT INFORMATION REGARDING

CRIMINAL RECORD CHECK PROCEDURES

The Worcester County Board of License Commissioners (Board) will not issue a license without a Criminal Record check as provided for in the Annotated Code of Maryland, Alcoholic Beverages Article, § 33-1404.

Each applicant is responsible for obtaining fingerprints through an authorized commercial Live Scan fingerprinting service. When submitting fingerprints, applicants must use the Board's CJIS Authorization Number ***9700059854*** and the Board's NCIC ORI Number ***MD920516Z***.

If these numbers are not used, the Maryland CJIS Central Repository and the FBI will be unable to transmit the applicant's criminal history record information to the Board. Consequently, the Board will be unable to complete its review of the application, and the application will be **DENIED**.

Applicants should take the necessary steps to have their fingerprints scanned accordingly. Proof in the form of a receipt from an authorized Live Scan provider must be submitted by the submittal deadline date. Furthermore, each applicant must sign the Privacy Act Statement and Applicant's Privacy Rights document, and it must be submitted with the application. These documents must be included with all other supporting documentation, or the application package will not be accepted.

The website shown below lists authorized commercial Live Scan fingerprinting services that, for a fee paid by the applicant will scan the applicant's fingerprints into the CJIS system. In addition, there are local law enforcement agencies that may offer the Live Scan fingerprinting services; you should contact them directly in order to determine the availability of the service. A receipt for this service with the applicant's name and date of the Live Scan (per applicant) must be included in the application submittal.

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

It is imperative that all applicants give the provider the Board's CJIS authorization number and the Board's NCIC ORI number shown below. Failure to do so will result in application denial and/or delay in application process.

CJIS# - 9700059854

NCIC ORI# - MD920516Z

Should you have questions regarding the criminal record check procedures, please contact our office at 410-632-1908, Option #6