

Live Scan Fingerprint ONLY

(Volunteers, Short duration contractors and "OTHERS")

SECTION I - GARRISON INFORMATION AND INSTRUCTIONS

This Worksheet is to be used **ONLY** for live scan fingerprint submissions IAW CTO Tasking Number: T19-037 for the following categories: **volunteers, short duration contractors and "OTHERS"** MUST have fingerprints completed prior to submitting work order ticket.

This document is intended to help you obtain your child services background check fingerprints in the most expedient manner possible. You must present this form to the Security Office to be fingerprinted. To start the process, contact your local Security Office to schedule an appointment for fingerprinting.

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Driving directions:

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HOURS OF OPERATION	PHONE NUMBER	ADDRESS

CDE OR SECURITY INFORMATION AT SPOKE LOCATION FOR FINGERPRINTING

GARRISON	NAME	PHONE	EMAIL ADDRESS

SECTION II - SUBJECT'S INFORMATION

LAST NAME	FIRST NAME	MI

SECTION III - FUNCTIONAL MANAGER OR REQUESTING OFFICIAL INFORMATION

NAME	FUNCTIONAL AREA	PHONE	EMAIL ADDRESS

SECTION IV - REQUESTER INFORMATION

DIGITAL SIGNATURE	
DATE	UIC

This Form can **ONLY** be used by Functional Managers when submitting a Background Request for Categories requiring LIVE SCAN Fingerprints IAW CTO Tasking Number: T19-037 (ie. volunteers, short duration contractors and "OTHERS")

*****NOT VALID FOR ANY OTHER CATEGORIES*****
FINGER PRINT REQUIREMENT

FINGERPRINT	SOI/SON	ALC
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SECTION V- CDE/SECURITY AGENCY USE ONLY (Return via email to Requestor)

PRINTED NAME	SIGNATURE	DATE COMPLETED

Instructions to Individual Being Fingerprinted

- 1) Your activity requires you to be fingerprinted for a background check based on a position with DOD.
- 2) To complete this task you **MUST** make an appointment. Call 410-278-3187, DSN 298-3187 between 0700 and 1530 hours, Monday through Friday.
- 3) **Report to Building 4727, room 196.** See directions below.

NOTE: NO SERVICE CAN BE PROVIDED TO WALK INS

To be fingerprinted you **MUST** bring the attached worksheet, 1 photo ID and 1 Doc containing your SSN:

1. A photo ID such as a:

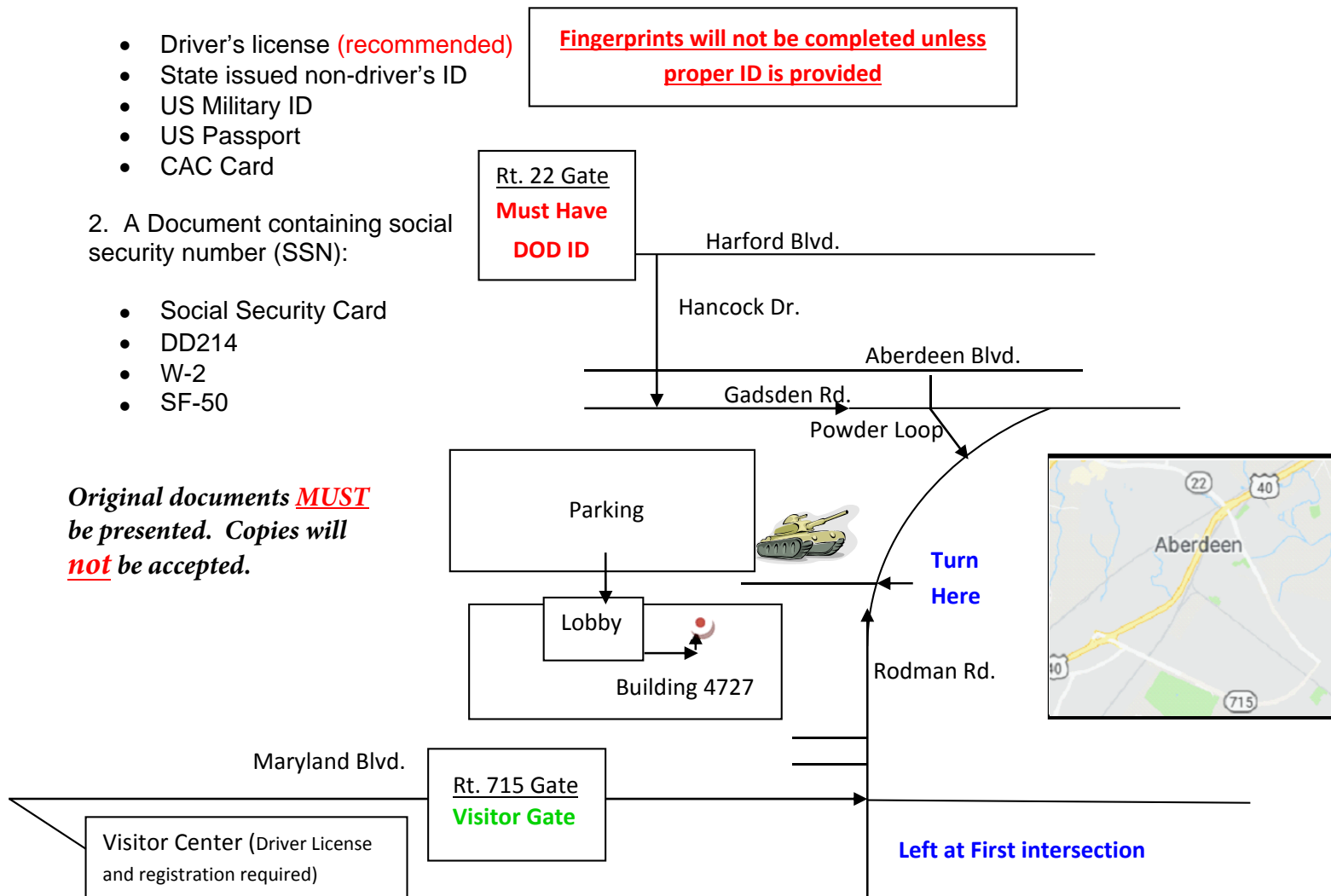
- Driver's license (recommended)
- State issued non-driver's ID
- US Military ID
- US Passport
- CAC Card

Fingerprints will not be completed unless proper ID is provided

2. A Document containing social security number (SSN):

- Social Security Card
- DD214
- W-2
- SF-50

Original documents MUST be presented. Copies will not be accepted.



Enter Rt. 715 (MD Gate) If you do not have a DOD ID look for the sign to Visitor Center on right. Once through the gate (either with ID or Visitor pass) get in far left lane after passing the ID check. At first intersection, second stop light make left turn on to Rodman Rd to Building #4727, on the left on small hill behind trees you will see a Military Tank on display. Make left into parking lot just before tank. Enter through main lobby.

Enter Rt. 22 – (**DOD ID REQUIRED**) Once through the gate get in the far right lane. At first intersection after traffic light, make right turn onto Hancock Dr. Proceed across Aberdeen Blvd and railroad tracks. Turn left at "T" intersection (yellow 'Exit Post' sign points the way), you are now on Gadsden Rd. Continue on Gadsden and bear right at Y split in road (Powder Loop), and proceed onto Rodman Rd. On your right on small hill behind trees you will see a Military tank on display. Make right into parking lot just past tank. Enter through main lobby. NOTE: If you come to a stop light you have gone too far.