

Harford County Public Schools Information on Fingerprinting/Background Checks

All college and university students placed in Harford County Public Schools for their field observation or full-time student teaching experience must be fingerprinted in our Human Resources Department. A field observation or student teaching placement in Harford County Public Schools is contingent upon the completion of a satisfactory background check, including fingerprinting in our Department of Investigations. Students may not make an appointment for fingerprinting until their field observation or full-time student teaching placement has been confirmed. Upon confirmation, please make an appointment according to the following schedule:

- **FALL 2023:** Students who will complete their counseling internship, counseling practicum, field observation or full-time student teaching in the Fall 2023 Semester should schedule an appointment between **now and July 13, 2023**. Students who have not been fingerprinted by July 13, 2023 risk having their offer of placement delayed or rescinded.
- **SPRING 2024:** Students who will complete their counseling internship, counseling practicum, field observation or full-time student teaching in the Spring 2023 Semester should schedule an appointment between **October 9, 2023 and December 21, 2023**.

To schedule fingerprinting, visit:

www.hcps.org → STAFF (top blue ribbon) → Background Checks/Fingerprinting

Click the [Background Check-Fingerprint Information](#) link in the first box

Review details for scheduling appointments and what to bring*

**It is imperative to read this information and bring the Child Protective Services forms and appropriate identification. Students do NOT need to complete the I-9 Form.*

Location for appointments:

HCPS Central Office (A.A. Roberty Building)
102 S. Hickory Avenue
Bel Air, Maryland 21014

Questions regarding the fingerprinting process? Contact:

HCPS Office of Internal Investigations
7:30 am - 4:30 pm
410-588-5247

Additional Information:

- There may be a fee which will be listed on the website. Payment by check or money order only, payable to *Harford County Public Schools*. No cash will be accepted.
- Paid parking is available in the parking garage across from this building. Use the parking app or pay the meter (quarters only).