

# UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MARYLAND



## FINGERPRINTING & RECORDS CHECK POLICY

OCTOBER 2025

## **I. Overview**

Consistent with Judicial Conference policy and the United States District Court for the District of Maryland's obligation to the public to exercise reasonable care in the hiring and supervision of its employees, all employees are subject to certain records checks.

## **II. Description of Checks to be Performed**

### **A. Sensitive Positions**

All employees have access to sensitive information. All new employees are required to provide to Human Resources the information requested on the attached form, including all names ever used, social security number, date and place of birth, and home address. This information is submitted to the FBI for verification and clearance through its National Name Check Program and Central Records System. Human Resources will also obtain an employee's fingerprints for submission to the FBI. The fingerprints are analyzed and compared to FBI files to determine if the employee has a criminal record. In addition, Human Resources will submit an employee's name and social security number to the Administrative Office of the U.S. Courts who will conduct a search for arrest records and outstanding warrants.

### **B. High-Sensitive Positions**

Employees in certain departments with access to highly sensitive case materials may be required to undergo a more involved background investigation. For highly sensitive positions, after the initial records checks, employees are subject to five-year periodic updates.

## **III. Outcome of Records Checks**

New employees will be hired provisionally, and continued employment will depend on the successful completion of records checks. Negative results from initial or periodic records checks will be reviewed with the employee, who will have an opportunity to provide additional relevant information in mitigation. Negative results may result in the imposition of an appropriate disciplinary action, up to and including termination.

## **IV. Continuing Obligation of Employees**

Court employees have an ongoing duty to promptly notify the Clerk of Court or their Chambers Judge of any arrest or summons for any criminal violation, other than minor traffic violations.

## **V. Confidentiality**

Information obtained through records checks shall only be submitted to the Chambers Judge (for chambers staff) or to the Clerk of Court (for Clerk's Office staff) and made available on an as needed basis to appropriate judicial officers and designated officials. Data obtained from records checks shall be kept confidential and maintained in a secure manner. Although information obtained may be discussed with an employee, the Court is not authorized to distribute copies of any report.

***CONFIDENTIAL* Information Needed for  
Fingerprinting and Background Check**

**Please complete the form and return it to the Human Resources Department**

Full Name (Last, First, Middle*) *Provide middle name given at birth If no middle name, indicate "NMN"	
Preferred Name	
Home Address	
Place of Birth (Country/State)	
Citizenship	US Other (please indicate_____)
Sex	Male                      Female
Race/Ethnicity	White/Caucasian Black/African American Hispanic/Latino Asian American Indian/Alaskan Native Native Hawaiian/Pacific Islander
Height	
Weight	
Date of Birth	
Hair Color	
Eye Color	
Social Security Number	