



Department of Public Safety and Correctional Services

Maryland Commission on Correctional Standards

6776 REISTERSTOWN ROAD • SUITE 304 • BALTIMORE, MARYLAND 21215-2341
(410) 585-3830 • FAX (410) 764-4113 • V/TTY (800) 735-2258 • www.dpsscs@maryland.gov

RE: PRIVATE HOME DETENTION MONITORING AGENCY INITIAL LICENSE APPLICATION

Dear Prospective PHDMA Licensee:

The Private Home Detention Monitoring Agency Initial License Application and forms are necessary to apply for a license with the State of Maryland. Please review the information provided for your assistance before submitting your application and the required forms. All documents are required upon initial submission to MCCS and incomplete applications will be returned.

License Application

Read and follow the instructions introducing each section and complete all sections that apply. Monitoring agencies that are incorporated should be sure to attach the information requested on page 4. Each applicant should be sure to sign the application as designated on page 6.

Training Certification

This form certifies employee training in your operations, if already established, and in the use of your electronic monitoring equipment. It also certifies that an applicant has received training in the use of electronic monitoring equipment from the equipment's manufacturer or representative. If the applicant is a corporation, partnership or other such entity, the applicant who received training from the manufacturer's representative, and can certify the training of others, should sign the form. For each brand of electronic monitoring equipment used, a separate form must be completed.

Statement of Good Character and Reputation

For each applicant and monitor employed by your agency, three forms must be completed, notarized and enclosed with your application.

Proof of Liability Insurance

Enclose a copy of your Agency's insurance certificate, showing general liability insurance in an amount not less than \$100,000. A provision of the insurance must include written notice to the Secretary if the insurance is canceled, forfeited or otherwise terminated. Such a notice is to be sent to the Secretary, Department of Public Safety and Correctional Services; Maryland Commission on Correctional Standards, 6776 Reisterstown Road, Suite 304, Baltimore, Maryland 21215-2341. The State of Maryland must be listed as a certificate holder.

Bond

Enclose a surety bond in an amount not less than \$2,500 with the provision that the Secretary will be notified in writing if the bond is canceled, forfeited or otherwise terminated. Such notice

is to be sent to the Secretary, Department of Public Safety and Correctional Services; Maryland Commission on Correctional Standards, 6776 Reisterstown Road, Suite 304, Baltimore, Maryland 21215-2341.

Proof of Application for Criminal History Records Check

Applications for State and FBI criminal history records checks are processed at 6776 Reisterstown Road, Suite 101 (First Floor); Baltimore, Maryland 21215. **The Live Scan Preregistration Form**, available on the CJIS Fingerprint Services webpage, noted below, is provided to obtain a State and FBI criminal history record for each applicant, partner, director, officer and monitor of the PHDMA. **The MCCA Agency Authorization #9900044394 and the Government Licensing or Certification must be chosen on the Live Scan Preregistration Form in order for CJIS to forward the criminal history records to MCCA.** A receipt for application of criminal history records checks may be obtained and a copy of this receipt should be enclosed with the application. The total fee for both the Maryland and FBI criminal history checks is \$31.25 for mail-in or \$51.25 for In-person and payment may be a major credit card, check or money order made payable to CJIS – Central Repository. Cash is not accepted at the State Operated Fingerprinting Centers. Please contact CJIS–Central Repository at 410-764-4501 or refer to the website <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml> for information regarding fingerprinting services.

Application Fee

The initial application fee is \$500. A check in this amount is to be made payable to the State of Maryland and mailed to: Department of Public Safety and Correctional Services; Maryland Commission on Correctional Standards, 6776 Reisterstown Road, Suite 304, Baltimore, Maryland 21215-2341. The enclosed application fee statement must accompany the payment.

Draft Policies and Procedures

Please forward a draft copy of your company Policies and Procedures for review by this Agency. COMAR 12.11.10.00-09, Private Home Detention Monitoring Agencies and the Private Home Detention Monitoring Agency Standards Manual are available on the MCCA webpage <https://dpscs.maryland.gov/publicinfo/publications/stanman.shtml#one> to assist you in developing the policies and procedures necessary to begin operation of a private home detention monitoring agency.

Please be advised that all communication will be by mail, email and/or telephone and any documents should be submitted by mail, to my attention. If you have any further questions or need any further information regarding PHDMA Initial License Application, please contact the MCCA office, via email at dldpscs-mcca_dpscs@maryland.gov.

Sincerely,



Veronica Moore
Executive Director