



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 • dldpsecs-mccs_dpsecs@maryland.gov

RE: PRIVATE HOME DETENTION MONITORING AGENCY NEW MONITOR APPLICATION

Dear Private Home Detention Monitoring Agency's Licensee:

The PHDMA New Monitor Application and applicable forms are necessary to hire a new partner, director, officer, and/or monitor for your Private Home Detention Monitoring Agency. As informed, this application and all required documents for each new partner, director, officer, and/or monitor are expected to be received at the Maryland Commission on Correctional Standards office.

New Monitor Application

Read and follow the instructions for the PHDMA New Monitor Application and the attached forms. Complete all sections of the application and follow the instructions below regarding the forms for the Training Certification, Statement of Good Character and Reputation and the preregistration for Criminal Background Checks.

Training Certification.

This form certifies a new partner, director, officer, and/or monitor's training in your operations, if already established, and in the use of your electronic monitoring equipment. It also certifies that a new partner, director, officer, and/or monitor 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 new partner, director, officer, and/or monitor employed by your agency, three Statement of Good Character and Reputation forms must be completed, notarized and enclosed with the application.

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 MCCS 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 MCCS.** 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.

The New Monitor Application must be completed by the PHDMA licensee, with the licensee's name listed as the applicant. The New Monitor Application, the Statements of Good Character and Reputation, the CJIS record check receipt, and the Training Certification Form are to be returned to the MCCS office. Please note that §20-309, Business Occupations and Professions Article, Annotated Code of Maryland, requires this agency to advise you that the submission of a false statement in the renewal application is cause for denial or revocation of the license.

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 New Monitor Application, please contact the MCCS office, via email at dldpscs-mccs_dpscs@maryland.gov.

Sincerely,



Veronica Moore
Executive Director