



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.dpscs@maryland.gov

RE: PRIVATE HOME DETENTION MONITORING AGENCY RENEWAL LICENSE APPLICATION

Dear Private Home Detention Monitoring Agency Licensee:

The Private Home Detention Monitoring Agency Renewal License Application and forms are necessary to apply for a license with the State of Maryland. **The PHDMA Renewal License Application is required to be submitted to MCCS, no later than 45 days prior to the expiration of the PHDMA license.** 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 Renewal Application Form [§20-310(a)]

Complete the License Renewal Application in its entirety. Please print or type all information. Carefully review all the statements on page 4 before signing. Ensure that the form is notarized and all enclosures attached. **An application will be considered incomplete if not accompanied by all required enclosures.** The application must be received in order to avoid late fees of \$10 per day for every day the application is late.

Withholding and Social Security Taxes [§20-310(a)(1)]

Obtain and enclose certification from the State Comptroller's Office showing that all State withholding taxes have been paid for the past two years (this may be obtained from the State Comptroller's Office at 410-260-7980 or 1-800-638-2937. By signing this renewal application, you will be certifying that all federal withholding and social security taxes have been paid for the past two years. Please review your records. (You can obtain this information by contacting the IRS at 1-800-829-1040).

State, Federal and Other Governmental Obligations [§20-310(a)(2)]

Obtain and enclose certification that you have paid all other obligations your company is required to pay on behalf of its employees to the State (documentation of payments for unemployment insurance may be obtained by contacting the Department of Labor, Licensing and Regulation at 410-230-6001) or federal government.

Receipt from Comptroller's Office [§20-310(a)(4)]

Obtain and enclose a receipt from the State Comptroller's Office showing that State income taxes of the company for the preceding 2 years have been paid. This may be obtained by contacting the Comptroller's Office at 410-260-7980 or 1-800-638-2937.

Workers' Compensation Certification [§20-310(a)(3)]

Obtain and enclose a Certificate of Compliance issued by the Workers' Compensation Commission (410-864-5100 or 1800-492-0479). This certificate may be obtained by completing the enclosed form. This form should be sent to: The Workers' Compensation

**Private Home Detention Monitoring Agency
Renewal License Application**

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Commission; Attn: Certificate of Compliance Officer; 10 East Baltimore Street, 4th Floor, Baltimore, MD 21202. Please forward with your application the number of a Workers' Compensation Insurance policy or binder.

Bond [§20-310(a)(5)(i)]

Obtain and enclose the completed Surety Bond form from your agent. The surety bond must be 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, by having your agent complete the enclosed form.

Proof of Liability Insurance [§20-310(a)(5)(ii)]

Enclose a copy of your Agency's Certificate of Insurance, 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. The State of Maryland must be listed as a certificate holder.

Training Statements [COMAR 12.11.10.05(B)(4)(h)]

Complete and enclose the Training Certification forms supplied with this application, showing that training in the monitoring agency's policies, procedures and equipment has been provided to each of the following individuals: (i) the applicant, if the applicant is an individual; and (ii) each private home detention monitor employed or to be employed by the applicant.

Statement on Equipment [COMAR 12.11.10.05(B)(4)(i)]

Complete the Statement on Equipment form by checking the type of equipment used by your company. If neither type is used, please attach a letter of explanation.

Renewal Fee [§20-310(a)(6)]

The renewal application fee is \$100. **A fee of this amount is to be made payable to the State of Maryland** and mailed to: Department of Public Safety and Correctional Services; c/o Maryland Commission on Correctional Standards, 6776 Reisterstown Road, Suite 304, Baltimore, Maryland 21215-2341. The enclosed application fee statement must accompany the payment.

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 MCCS office, via email at dldpscs-mccs_dpccs@maryland.gov.

Sincerely,



Veronica Moore
Executive Director