



LIVE SCAN PROCEDURE

All persons applying for new and/or transfer of alcoholic beverage licenses must submit Live Scan fingerprints as part of the application process. These fingerprints are then used through CJIS to check the criminal history records of the FBI and the State of Maryland.

- **As of 5/1/2022, Live Scan pre-registration applications will no longer be distributed electronically.** Due to changes in documentation required by the FBI, these applications **must** be obtained directly from the Liquor Control Board Office.
- An FBI Privacy Act Statement (dated 2018) and a NonCriminal Justice Applicant's Privacy Rights Statement (dated 2019) are attached to this information page. The Board is required to obtain signed copies of these statements for each license applicant and retain them for audit purposes.
- Live scan services are available at various MVA locations, or at one of the private providers found here: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml> (scroll down the page to find the section titled "Private Providers").
- Procedures for obtaining a change, correction, or update of an FBI criminal history check are set forth at 28 CFR §16.34. Information regarding this process may be found at: <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>. Applicants will be afforded reasonable time to correct, complete, or update a record (if they so choose) before a final fitness determination is made.

For your convenience, these locations offer Live Scan fingerprinting services:

CJIS FINGERPRINTING OFFICE

THE PLAZA – BALTIMORE CITY
6776 Reisterstown Road, Suite 102
Baltimore, MD 21215
8:30 a.m. to 5:00 p.m. Mon. to Fri.
410.764.4501 or 1.888.795.0011

CJIS also provides fingerprinting services at the following Motor Vehicle Administration Offices by appointment only. For an Appointment Call: 410.764.4501 or 1.888.795.0011

BEL AIR – MVA

501 West MacPhail Road
Bel Air, MD 21014

FREDERICK – MVA

1601 Bowman's Farm Road
Frederick, MD 21701

SALISBURY – MVA

251 Tighman Road
Salisbury, MD 21801

GLEN BURNIE - MVA

6601 Ritchie Highway, N.E.
Glen Burnie, MD 21062

WALDORF – MVA

11 Industrial Park Drive
St. Charles Business Park
Waldorf, MD 20602

ABSOLUTE INVESTIGATIVE SERVICES

139 N. Main Street (#103)
Bel Air, MD 21014
410-420-6923