

- Residents of Maryland and Staff of Promise Place Youth Shelter are required to complete the Maryland Criminal background check
- Individuals completing the Maryland Criminal background check will also be fingerprinted and have their FBI Clearance released to Sasha Bruce Youthwork as an agency, and are therefore not required to do fingerprinting when completing the DC Criminal background check at the Metropolitan Police Department

STEPS TO COMPLETE THE MARYLAND CRIMINAL BACKGROUND CHECK:

- Find the authorized CJIS Fingerprinting location that is most convenient for you. A listing of locations is available [HERE](#), however, it is strongly recommended you call in advance to ensure the schedules and fees posted online are accurate, as well as to obtain any information regarding appointment requirements
- When reporting to complete your background check, please make sure to bring your State-issued Driver's License or State ID card
- The **Authorization Code for Sasha Bruce Youthwork is 90-000-068-20**; this will be required in order to have your results sent to SBY. Failure to provide this information to the vendor will invalidate your background check, and it may be required to re-complete to secure employment
- If you have any questions, please feel free to contact Human Resources directly by phone at 202-675-9340 or by email at clearances@sashabruce.org