



BOARD OF  
LICENSE COMMISSIONERS

## Worcester County

MEMBERS  
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[www.co.worcester.md.us/departments/drpliquor-licensing](http://www.co.worcester.md.us/departments/drpliquor-licensing)

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### **IMPORTANT INFORMATION REGARDING**

### **CRIMINAL RECORD CHECK PROCEDURES**

The Worcester County Board of License Commissioners (Board) will not issue a license without a Criminal Record check as provided for in the Annotated Code of Maryland, Alcoholic Beverages Article, § 33-1404.

Each applicant is responsible for having themselves fingerprinted at an authorized commercial Live Scan fingerprinting service and must use the Board's CJIS authorization number and the Board's NCIC ORI number as follows: 9700059854 and MD920516Z. If an applicant does not utilize these numbers, the Board will not receive a response from the Maryland CJIS Central Repository and the FBI, **causing the application to be DENIED.**

Applicants should take the necessary steps to have their fingerprints scanned accordingly. Proof in the form of a receipt from an authorized Live Scan provider must be submitted by the submittal deadline date. Furthermore, each applicant must sign the Privacy Act Statement and Applicant's Privacy Rights document, and it must be submitted with the application. These documents must be included with all other supporting documentation, or the application package will not be accepted.

The website shown below lists authorized commercial Live Scan fingerprinting services that, for a fee paid by the applicant, will scan the applicant's fingerprints into the CJIS system. In addition, there are local law enforcement agencies that may offer the Live Scan fingerprinting services; **you should contact them directly in order to ascertain the availability of the service.** A receipt for this service with the applicant's name and date of the Live Scan (per applicant) must be included in the application submittal.

<http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

It is imperative that all applicants give the provider the Board's CJIS authorization number and the Board's NCIC ORI number shown below. Failure to do so will result in application denial and/or delay in application process.

**CJIS# - 9700059854**

**NCIC ORI# - MD920516Z**

Should you have questions regarding the criminal record check procedures, please contact our office at 410-632-1908, Option #6.