

Washington D.C. Background Check Requirement

- Fingerprint-based background check.

You can do this by obtaining a personal copy of your police record (PD-70) along with your fingerprint screen. *To get clearance, please review the following steps:*

What to Bring:

- A **Government Issued Photo ID** (e.g. Passport, Driver's License, Non-Driver ID) OR an **Original Birth Certificate AND a Social Security Card**
- Payment Methods Include: Exact **cash**, **credit card**, or **money order** made out to the DC Treasurer

Where to Go:

Henry J. Daly Building

MPDC Headquarters 300 Indiana Avenue, NW

Washington, DC 20001

(Open 9 – 5 Monday through Friday)

1) To Obtain Personal Copy of Police Record:

- Go to Room 1075. Fill out a PD-70 form.
- Proceed to Room 1157 to pay a **\$7 processing fee**.
- End at Room 1073 to pick-up your completed PD-70 form.

2) To Submit Fingerprints & Police Record:

- Go to Room 3054. Fill out another PD-70 form. Tell the DCMPD staff that you will need an FBI fingerprint background check completed as you will be working with children at a DC Public Charter School. The results and PD-70 form will go directly to the school(s) we will indicate.
- Pay a **\$35 processing fee** and get a receipt! Email fingerprint receipt to docs@sossubs.org