PRINCE GEORGE'S COUNTY, MARYLAND OFFICE OF HUMAN RESOURCES MANAGEMENT PUBLIC SAFETY INVESTIGATIONS











Personal History Statement

Public Safety Applicants

Do not mail or hand carry this document to Public Safety Investigations. An Investigator will contact you to schedule your Initial Interview.

For questions regarding the completion of this document email us at: psi@co.pg.md.us

Do not call to schedule your Initial Interview

		Print	clearly a	and use b	lack ink only	
Applicant's Name:						
	Last Name				First Name	Middle Initial

Do not mail or bring this Personal History Statement to Public Safety Investigations. An Investigator will contact you by telephone with detailed instructions. Complete the section below when contacted by your Investigator.

Address, map and directions provided on page thirty-five (35) are to the Public Safety Investigations Offices. You will be contacted by your Investigator and instructed when to report for your Initial Interview. Be certain you have all the requested documents listed on page two (2).

Initial Interview scheduled for: Date:/_	/ Time:		AM PM
Background Investigator's Name:			
Investigator's telephone number(s): (301)	(_)	
Investigator's FAX number: (301) 324-2967	7		
Additional documents requested by the Investigator:			

Should you need assistance completing your Personal History Statement email Public Safety Investigations at: psi@co.pg.md.us

Do not mail or bring this document to PSI before your Initial Interview time and date.

Personal History Statement Instructions

- **Do not type or allow another person to write in this Personal History Statement. Doing so may result in disqualification. The applicant, using black ink only, must neatly print all information.**
- Read each question carefully before answering.
- Personal History Statements that are incomplete or illegible will not be accepted at the Initial Interview. Your Initial Interview will be re-scheduled, delaying your background investigation.
- ❖ It is mandatory that every question in the Personal History Statement be answered. If a question does not apply enter "N/A" in the space provided.
- **❖** When providing contact telephone numbers keep in mind your background investigation will be delayed if your Investigator is unable to contact people you have listed. Contact telephone numbers listed must be where the person can most easily be reached. (cell, work, or home)
- Notify each person who is to be contacted and inform them an Investigator will be calling regarding your background investigation.
- If you feel that contacting your current employer would create a problem note it in the "Current Employer" section and discuss this with your Investigator during the Initial Interview. In your discussion with the Investigator an appropriate date can be established to contact your current employer.
- Any false statements or intentional omissions of pertinent information on any document or during any oral interview may be cause for disqualification or immediate termination if an appointment has already been offered or accepted.
- **Do not sign** the "Applicant Declaration" on page thirty—one (31) until instructed to do so during your Initial Interview.

Information and Instructions for the Initial Interview

- ❖ Do not call Prince George's County Office of Human Resources or Public Safety Investigations regarding the date of your Initial Interview.
- ❖ You will be contacted by an Investigator to schedule your Initial Interview.
- ❖ When contacted, record your Investigator's name, contact information, and the date and time for your Initial Interview on the cover of this document.
- ❖ Before Public Safety Investigations schedules the Initial Interview, you must complete this Personal History Statement.
- ❖ Appropriate business attire is required for the Initial Interview.
- ❖ A full business day is required for the Initial Interview.
- You may request that your high school or college transcripts be mailed to Public Safety Investigations before your Initial Interview is scheduled. School transcripts must be "sealed" and not opened. See page thirty-five (35) for mailing address.
- After your Initial Interview facts may arise or events occur that may not have been known or were not anticipated by you at the time you submitted your Personal History Statement. These facts or events may require you to submit revisions or amendments. All such revisions or amendments must be reported to your Investigator as soon as practicable.

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You must bring the **originals** of all required documents. You may make and bring copies of documents, however; you must also bring the **originals** of all documents for your Initial Interview. *Applicant is required to provide a certified English translation of documents marked with asterisk. You may use the services listed on page thirty-five (35) or any certified language service you prefer.

Do not write on this page, your Investigator will complete this form during your Initial Interview.

	Date Received by PSI	<u>Investigators Initials</u>
Federal tax returns for the last two (2) years. http://www.irs.gov/.		
State tax returns for the last two (2) years. http://individuals.marylandtaxes.com/taxhelp/localoffices.asp and/or out of state tax returns for the last two (2) years. http://www.taxadmin.org/fta/link/FORMS.html		
All employer(s) W-2s for the last two (2) years.		
*Certified copy of birth certificate. http://www.vsa.state.md.us/ Passport is required in the absence of a traditional birth certificate.		
Social Security Card. http://www.ssa.gov/ssnumber/		
Maryland and/or any other driver's license(s).		
Auto registration for all vehicles owned or driven by you.		
Proof of auto insurance for all vehicles. Must contain expiration dates of insurance.		
*Certified copy of any name change records.		
Certificate of Naturalization.		
Resident Alien Card or other proof of immigration or alien status.		
*Certified copy of marriage certificate(s).		
*Certified Copy of divorce decree(s).		
DD214 or entry level discharge documents Member # 4 copy with "Character of Service" Information http://www.archives.gov/veterans/evetrecs/		
Selective Service Registration information. http://www.sss.gov/		
*High school diploma or G.E.D. Certificate.		
*Sealed high school transcripts.		
*Sealed transcripts for all colleges or universities you have attended.		
Court documents, charging documents or any documents regarding any criminal matter pertaining to the applicant.		
Other documents provided by applicant:		

Last name	First name	Middle na	ame
Dast name	1 Hot Hullic	Wilder III	MILLO
Other names you have used (example: maiden name	name(s) by a former marris	age or name change)	
Guier names you have used (example: marden name	, name(s) by a former marra	age, or name enange)	
List the current address where you physically reside	(Not a post office box numb	per).	
Number, street, and apt. number.	City	State	Zip code
List a mailing address if unable to obtain mail at you			
Number, street and apt. number or PO Box	City	State	Zip code
Residence telephone number	Work telephone r	number	
()			
Area code	Area code		
E-mail address	Cell telephone nu	mber	
	Area code		
Date of birth	Current Age	Social Security N	lumber
			1
Month Day Year			
Sex Height	Weight Hair color	Eye color	Race
	Weight Han color	Lyc color	Ruce
Male Female Feet Inches		- -	
Driver's License Number		,	
List restriction codes on back of license Class	Restriction codes Stat	e of Issue Expirat	ion Date
	No restrictions	Month	Day Year
	No restrictions		
Check box if born in the United States or;			
		birth if <u>not</u> the United St	ates
/	Parish	/	
City of birth County,	Parish	State of	f birth
US Citizen? Yes No If not a U.S. citizen	date you <u>first enter</u> the Unite	ed States:	/
		Month	Year
Immigration status:		or	if nationalized:
•			
Naturalization Certificate number:			

Investigator's initials
Yes No Are you currently MPTC or MPCTC Certified?
Yes No Have you ever been MPTC or MPCTC Certified?
Yes No EMS Certified?
Yes No Have you ever been certified as a police officer, deputy sheriff or corrections officer in any State or jurisdiction?
you answered "YES" Bring the documents listed below to your Initial Interview 1. All training records 2. MPTC or MPCTC Certification Card 3. EMS Certification Card
Questions one (1) thru seven (7) below are for applicants that have or require Certification with MPTC or MPCTC

"Maryland Police & Correctional Training Commission"

Police Officer, Deputy Sheriff, Corrections Officer, Mandated Corrections Position and Fire Investigator

	. Have you ever had an arrest, charge or conviction (felony or misdemeanor) of domestic assault, domestic violence or assault and battery expunged or pardoned? Applicant must provide court documents verifying pardon or expungment. of arrest, charge or conviction that was expunged?
Date expunged:	/ Jurisdiction: County State
Yes No	2. Have you ever been charged or convicted of a crime constituting a felony that has been or is in the process of being expunged or pardoned?
Yes No	3. Have you ever used a controlled dangerous substance, narcotic drug or marijuana while employed to enforce Federal, State, Military or local law by any government entity or while in a position directly and immediately affecting the public safety?
Yes No	4. Do you belong to any organization or institution or do you adhere to any belief(s) that in any way would restrict or prohibit your working on particular days or during particular hours?
Yes No	5. Do you belong to any organization or institution or do you adhere to any belief(s) that in any way would restrict you from conforming to agency grooming standards?
Yes No	6. As a law enforcement or corrections officer do you feel you could take a human life if your life or the life of an innocent person was threatened with great bodily harm or deadly force?
Yes No	7. As a law enforcement or corrections officer would you physically assist another officer if they were being physically assaulted by an inmate, prisoner or any other person?

If "Yes" to questions one (1) thru five (5) or If "No" to questions six (6) or seven (7) explain on page thirty (30)

Investigator's	initials

In your lifetime, have you ever used, tried or experimented with any of these controlled dangerous substances, narcotic drugs or marijuana.

"Times used" must be a number, i.e. 2, 3, 8, 15, etc.

1.	Yes	No	Marijuana or marijuana in any form (THC, hashish, hash oil, Thai sticks). Times used: Number of times used since 21 st birthday:
2.	Yes	No	Heroin Times used: Number of times used since 21 st birthday:
3.	Yes	No	PCP, LSD or any other hallucinogens (extasy, mushrooms, mescaline, peyote, etc.) Times used: Number of times used since 21 st birthday:
4.	Yes	No	Cocaine or cocaine in any form (crack cocaine, rock). Times used: Number of times used since 21 st birthday:
5.	Yes	No	Steroids (oral or injected). That were not prescribed or <u>legally purchased</u> over the counter. Times used: Number of times used since 21 st birthday:
6.	Yes	□No	Have you ever inhaled, injected, or ingested (swallowed) any drug or substance with the intention of getting high?
		Drug	or substance used: Times used: Number of times used since 21st birthday:
7.	Yes	No	Have you ever purchased, sold, distributed, received, held, transported or manufactured a controlled dangerous substance, narcotic drug, or marijuana?
8.	Yes	No	Have you ever participated in the giving of any intoxicating/illegal substance to another person without their knowledge/permission or against their will?
9.	Yes	No	Have you ever used or obtained a forged or altered prescription?
	Е	ivolain a	ny "Yes" answers below
Γ	L	хріані а	ily Tes allswers below
L			
10.	Yes	No	Are the responses to the above drug use questions the same responses you gave during the Preliminary Screening? If not, explain below.
F			
-			

Investigator's	initials

Yes No Graduated High School or G.E.D. Certified? Name of high school:	
Date of Graduation:/ Location of School: City	State
School telephone number if within five (5) years of graduation: ()	
Yes No I attended or am attending an accredited college(s) or university.	
Yes No Currently enrolled? Total credit hours earned:	
Yes No I possess a degree from an accredited college or university:	
Type of Degree: AA BA BS MA MS Other:	
College(s) or university name and location: Name:	
Location:/City	
Telephone number, if within five (5) years of attendance or graduation. Area code	
Yes No Have you ever been placed on academic probation from any college or university? Explain on page thirty (30) if necessary	
List any foreign languages you are fluent in and/or special skills you possess. List any trade schools or special skills you possess. List any trade schools or special skills you possess. List any trade schools or special skills you possess.	alized courses you
nave completed. Include any minitary of other training you feet is relevant.	

nvestigator's initials	

Print clearly and use black ink only
List all scars, tattoos, identifying marks, etc. Fully describe and state exactly where located and sizes in inches. Provide
detailed description, photo and/or drawing of any tattoos, scars, brands or markings designating membership in any organization, group, club, or gang. Continue on page thirty (30) if necessary.
Yes No Do you have, or have you ever had, a tattoo, cut (scaring), brand (burn) or any body marking signifying membership in, or affiliation with, a criminal enterprise, street gang, motorcycle club or any other group or club?
Yes No Have you ever been photographed or had photographs taken of tattoos or any body markings by any law enforcement agency?
Yes No Do you now have or ever had a nickname, alias or used another name while affiliated with a street gang, motorcycle club, or any other group or club?
Names used:
Current Military Status
☐ No military service
Active duty Discharged Reserves National Guard Inactive Inactive Ready Reserve
Military Service
military service
Branch of Service: / To:/ To:/ Month Year
Type discharge: Honorable Other than honorable Did not complete basic training and released from commitment
Yes No Are you eligible for re-enlistment? If not eligible, explain:
Type of discharge if other than honorable:
Yes No Have you ever been denied or rejected entry into any type of military service?
Yes No Have you ever served in the military of any other country?
Military Discipline
Yes No Have you received or are any actions ongoing or pending regarding any type of punishment, non-judicial
punishment, or military inquires or investigations? If "Yes" explain on page thirty (30)

Investigator's i	nitials
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Spouse, fiancée or girlfriend (first name, last name)	Spouse's maiden name		Date of marriage	
			,	
			Month Year	
Current address of spouse, fiancée or girlfriend if not living	with you. Writ	te "SAME" if address is	l	
	,			
Arv) ea code	Best time t	o call: Daytime Evening	
Complete the first section below to provide information if you were raised by your parents or step parents, place "Not be parents, place				
Print clearly and use black ink only	Transition in the line in the	stock octow und proceed	to Tamer Straine.	
	I B L .:	1:	1	
Person's name (first name, middle initial, last name)	Relati	onship to you (aunt, unc	le, etc.)	
			Deceased	
Current Residence Address.	Contact number	er		
	()_			
	Area code	Best time to ca	all: Daytime Evening	
Father's name (first name, middle initial, last name)			Date of birth	
		Deceased -	<u> </u>	
Current Residence Address	Contact number	T Y	Month Day Year	
Current Residence Address	Contact number	51		
	(
	Area code	Best time to c	all: Daytime Evening	
Mother's name (first name, middle initial, last name)			Date of birth	
		Deceased	/ /	
			Month Day Year	
Current Residence Address	Contact number	er		
	()_			
	Area code	Best time to	o call: Daytime Evening	
Step-Father's name (first name, middle initial, last name)			Date of birth	
		Deceased	/ /	
			Month Day Year	
Current Residence Address	Contact number	er		
	()			
	Area code	Best time to	call: Daytime Evening	
Step-Mother's name (first name, middle initial, last name)			Date of birth	
			/	
		Deceased	Month Day Year	
Current Residence Address	Contact numl	oer.		
I I	()			

Print clearly and use black ink only				
Children and Dependants				
Number of dependant children living with you: Number of dependant children not living with you:				
Number of other dependants living or not living with you: Relationship(s) to you:				
Contact Information for other parent of child if not currently living with you				
Name of other parent:/				
Contact number: ()				
Contact Information for other parent of child if not currently living with you				
Name of other parent:				
Contact number: ()				
If divorced, widowed, or had an annulment, provide all the following information.				
Former spouse's name (first name, last name) Date of marriage Date of final divorce				
Month Year Month Year				
Contact Information				
Deceased Name: First name Last name				
Area code				
Former spouse's name (first name, last name) Date of marriage Date of final divorce				
Month Year Month Year				
Contact Information				
Deceased Name:/				
Contact number: ()				
Is anyone you are related to by either blood or marriage employed with Prince George's County? Continue on page thirty (30) if necessary Yes No				
Name of person(s) and relationship to you:				
Position with Prince Georges County:				
Contact number:() Best time to call: Daytime Evening Area code (home, work or cell phone)				

Investigator's initials

List as references three (3) individuals that you have known for at least five (5) years and who have knowledge of you and your qualifications. Examples are friends, friends of the family, teachers, classmates, or military acquaintances. <u>Do not include</u> relatives, family members, or individuals who belong to the law enforcement profession.

Name (first name, last name)		Current Address		
Contact number: ()(Home or cell) Area code		Best time to call:	Daytime Ev	ening
How long have you known?	Occupation			Relationship
Tion long have journilown	o co upunon			Troise of the same
Years:				
Name (first same last same)		Comment Address		
Name (first name, last name)		Current Address		
(Best time to call:	Daytime Eve	ening
(Home or cell) Area code How long have you known?	Occupation		_	Relationship
now long have you known.	Оссиринон			Relationship
Years:				
Name (first name, last name)		Current Address		
				·
Contact number: ()(Home or cell) Area code		Best time to call:	Daytime E	vening
How long have you known?	Occupation			Relationship
	337,330			
Years:			•	
List below any individuals who a		law enforcement a	agencies whom	you are acquainted with and
have knowledge of you and your	qualifications.			
Name and rank: (first name, last name	2)		Agency where e	employed or retired from
Traine and family (1115t harres, 145t harres)			rigency where c	improyed of retired from
Relationship to you: (relative, family	friend, etc)		How long have	you known this person?
			Years	
			T Cars	
Contact number: ()_		Best time to call:	Daytime Even	ing
(Home or cell) Area code		- ···· · · · · · · · · · · · · · · · ·		
Name and rank: (first name, last name	e)		Agency where e	employed or retired from
Relationship to you: (relative, family	friend, etc)		How long have	you known this person?
•	,			•
			Years	_
Contact number: ()		Best time to call:	Daytime Eve	ening
(Home or cell) Area code		_		-

Investigator's initials	•
IIIV e sugator s iriitiais	

List all of your residences for the last ten (10) years. Begin with your current residence. When listing military bases, include nearest city, state, and zip code. When listing addresses, include street, avenue, drive, court, north, south, east, and west. Include unit number and/or apartment number where applicable. Include name of apartment complex if applicable. You must list two (2) neighbors for your current residence and one (1) former neighbor for each of your former residences.

Current Residence				
Number, street and apartment number	City		State	Zip code
Name of apartment complex if applicable			Resident s	ince
			Month	/ Year
			17101111	
With whom do you reside and what is their relationship to yo	u?			
If you are currently renting provide the information require number. If you are not on the lease, enter the name, contact lease.	telephone number and the	relationship	to you of the	ontact telephone person(s) on the
In whose name(s) (first name, last name) is the lease? Name,	relationship to you and conta	act telephon	e number.	
Name of lease holder:	(If	you are not	on the lease)	
Contact number: ()	Best time to call: Daytime	Evening		
(Home or cell) Area code	best time to can. Daytime	Lvening		
Relationship to you:				
Name (first name, last name) of resident manager, property n	nanager, or landlord and cont	tact telephor	e number.	
Name:				
Contact number: () (Home or cell) Area code	Best time to call: Daytime	Evening		
Current Neighbor 1				
Name (first name, last name)	Current Address			
Contact number: ()(Home or cell) Area code	Best time to call: Daytime	Evening		
Current Neighbor 2				
Name (first name, last name)	Current Address			
Contact number: ()(Home or cell) Area code	Best time to call: Daytime	Evening		

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Investigator's initials

Former residence 1 Street address including unit number and/or apartment number. Also include name of apartment complex. Dates of residence: From: _ To:_ Month Year Month Year N/A Not renting Name of lease holder:_____ (If you were not on the lease)) Best time to call: Daytime Contact number: (_____ Area code (Home or cell) Name of resident manager:____ Contact number: ((Home or cell) Area code Former Neighbor Name (first name, last name) Current Address Contact number: (___ Best time to call: Daytime Evening (Home or cell) Former residence 2 Street address including unit number and/or apartment number. Also include name of apartment complex. Dates of residence: From: Month Year Month Year N/A Not renting Name of lease holder:_ (If you were not on the lease) Best time to call: Daytime Evening Contact number: (_ (Home or cell) Area code Name of resident manager: Best time to call: Daytime Contact number: (Evening (Home or cell) Area code Former Neighbor Name (first name, last name) Current Address Best time to call: Daytime Evening Contact number: (_____ (Home or cell) Area code

nvestigator's initials	:

Former residence 3				
Street address including unit number and/or apartment number. Also include name of apartment complex.				
	Dates of residence: From:/_		To:/_	
	Month	Year	Month	Year
N/A Not renting				
Name of lease holder:		(If you we	re not on the lease	e)
Contact number: ()(Home or cell) Area code	Best time to call: Daytime	Evening		
Name of resident manager:				
Contact number: () (Home or cell) Area code	Best time to call: Daytime	Evening		
Former Neighbor				
Name (first name, last name)	Current Address			
Contact number: () (Home or cell) Area code	Best time to call: Daytime	Evening		
Former residence 4				
Street address including unit number and/or apartment numb	per. Also include name of ap	artment comp	olex.	
	Dates of residence: From:/_ Month	Year	To:/_ Month	Year
□ N/A Not renting				
Name of lease holder:		(If you we	re not on the lease	2)
Contact number: () (Home or cell) Area code	Best time to call: Daytime	Evening		
Name of resident manager:		_		
Contact number: () (Home or cell) Area code	Best time to call: Daytime	Evening		
Former Neighbor				
Name (first name, last name)	Current Address			
Contact number: ()_ (Home or cell) Area code	Best time to call: Daytime	Evening		

Investigator's	initials	

Former residence 5				
Street address including unit number and/or apartment number. Also include name of apartment complex.				
	Dates of residence:			
	From:/_			
	Month	Year Month Year		
N/A Not renting				
Name of lease holder:		(If you were not on the lease)		
Contact number: ()(Home or cell) Area code	Best time to call: Daytime	Evening		
Name of resident manager:				
Contact number: () (Home or cell) Area code	Best time to call: Daytime	Evening		
Former Neighbor				
Name (first name, last name)	Current Address			
Contact number: ()	Best time to call: Daytime	Evening		
(Hollie of Cell) Area code				
Former residence 6				
Street address including unit number and/or apartment numb	er. Also include name of apa	artment complex.		
	Dates of residence: From:/_	To:/ Year		
	Month	rear Month rear		
N/A Not renting				
Name of lease holder:		(If you were not on the lease)		
Contact number: () (Home or cell) Area code	Best time to call: Daytime	Evening		
Name of resident manager:		_		
Contact number: () (Home or cell) Area code	Best time to call: Daytime	Evening		
Former Neighbor				
Name (first name, last name)	Current Address			
Contact number: ()(Home or cell) Area code	Best time to call: Daytime	Evening		

Investigator's	initials

Begin with your current or most recent employer. List all employers, since your 18th birthday in chronological order. List every position, including active military, reserve, and National Guard service. Employment includes self-employment and volunteer positions including volunteer fire and rescue. If you are or were employed by a temporary agency and worked at multiple job locations please lists the name, title and telephone number for your agency contact person in addition to your actual job locations and supervisors. If unemployed, list those periods in sequence and enter dates.

Make copies of page twenty (20) if you need more space.

You must list two (2) co-workers with your current employer and one (1) co-worker for each former employer.

Currently Unemployed	Yes	Unemployment start date	/ Month Year
Employment start date		Name of current employe	er
Month Year		, ,	
Full time Par	rt-Time Temporary	Military Self-En	mployed Volunteer Internship
Would you have a problem w	ith your Investigator interv	iewing your current employer?	Yes No
C	11	IC and the control	
Current employer's mailing a	udress	If not the same as ma	iling address, list your actual work location
Current employer's telephone	number for employment v	rerification (Personnel)	Your annual salary
Current employer's telephone number for employment verification (Personnel) Your annual salary Telephone number () Area code			
Your title or position			
Tour title or position			
Supervisor's name			Supervisor's title
			-
Talanhana numbar whara ya	ur supervicer may be read	ned and time available to take of	calls (work or call phone)
Telephone number (all: Daytime Evening
Have you ever received or do you have any ongoing or pending disciplinary actions? Explain in section below; continue on page thirty (30) if necessary.			
First co-worker's name: (fir	et nama last nama)	Telephone number where co	o worker can be reached
That co-worker s hame: (III	st name, tast name)	relephone number where c	o-worker can be reaction
		Area code (home or cell phone	Best time to call: Daytime Evening
Second co-worker's name: (fi	rst name, last name)	Telephone Number	
		Area code (home or cell phon	Best time to call: Daytime Evening

Investigator's	initials	,	

1st former employer or period of unemployment	•		
Name of former employer	Former employer's mailing address		
Start Date/	End Date Month Year		
Full time Part-Time Temporary Mi	ilitary Self-Employed Volunteer Internship Unemployed		
Former employer's telephone number for employment ve	erification (Personnel) Your title or position		
Telephone number ()			
Reason for leaving employment			
Resigned to take better position Lay off	Contract expired Return to school Terminated (fired)		
Completion of military service Resigned to av	oid being terminated Resigned while under investigation		
Quit without giving notice as required by company po	licy Reason not listed, explain below		
Explain reason for leaving employment; continue on page	thirty (30) if necessary		
Explain reason for reaving employment, continue on page unity (50) if necessary			
Do you feel this former employer would rehire you? If you page thirty (30) if necessary.	u answered "No" explain below; continue on Yes No		
	0		
Supervisor's name (first name, last name)	Supervisor's title		
	Y		
Telephone number where your former supervisor may be	reached and time available to take calls		
Telephone number () Area code (work or cell phone)	Best time to call: Daytime Evening		
Did you ever received or do you have any pending disciplinary actions? Explain below; continue on page thirty (30) if necessary.			
Co-worker's name: (first name, last name)	Telephone number where co-worker can be reached		
(Most Mano)	The second secon		
	Area code (home or cell phone) Best time to call: Daytime Evening		

Name of former employer	Former employ	yer's mailing address	
Start Date/	End Date		
Month Year	Life Dute	Month Year	
Full time Part-Time Temporary Mili	tary Self-Empl	loyed Volunteer Internship Unemployed	
Former employer's telephone number for employment v	verification (Person	nel) Your title or position	
Telephone number ()			
Reason for leaving employment			
Resigned Entered Military Lay off	Contract ex	pired Return to school Terminated (fired)	
Completion of military service Resigned	to avoid being term	ninated Resigned while under investigation	
Quit without giving notice as required by company po	olicy	Reason not listed, explain below	
English was a familiar and larger to a section of the section of t	41-inter (20) if a second		
Explain reason for leaving employment; continue on page	e thirty (30) if neces	ssary	
Do you feel this former employer would rehire you? If yo page thirty (30) if necessary.	ou answered "No" e	explain below; continue on Yes No	
Supervisor's name (first name, last name)	Supervisor's name (first name, last name) Supervisor's title		
Telephone number where your former supervisor may be	reached and time a	vailable to take calls	
Telephone number ()_ Area code (work or cell phone)	Telephone number () Area code (work or cell phone) Best time to call: Daytime Evening		
	•		
Did you ever received or do you have any pending disciplinary actions? Explain below; continue on page thirty (30) if necessary.			
Co-worker's name: (first name, last name)	Telephone numl	ber where co-worker can be reached	
()Best time to call:			

3 ¹⁴ former employer or period of unemployment	Formar ampleyar's mailing address		
Name of former employer	Former employer's mailing address		
Start Date/	End Date/		
Month Year	Month Year		
Full time Part-Time Temporary Mil	litary Self-Employed Volunteer Internship Unemployed		
Former employer's telephone number for employment v	erification (Personnel) Your title or position		
Telephone marker (
Telephone number ()			
Reason for leaving employment			
Resigned Entered Military Lay off	Contract expired Return to school Terminated (fired)		
Completion of military service Resigned	to avoid being terminated Resigned while under investigation		
Quit without giving notice as required by company po	olicy Reason not listed, explain below		
Explain reason for leaving employment; continue on page	e thirty (30) if necessary		
Do you feel this former employer would rehire you? If yo page thirty (30) if necessary.	ou answered "No" explain below; continue on Yes No		
Supervisor's name (first name, last name)	Supervisor's title		
Supervisor's name (first name, last name)			
Telephone number where your former supervisor may be	reached and time available to take calls		
Telephone number where your former supervisor may be	reactive and time available to take cans		
Telephone number ()	Best time to call: Daytime Evening		
Area code (work or cell phone)			
Did you ever received or do you have any pending disciplinary actions? Explain below; continue on Yes No			
page thirty (30) if necessary.			
Co-worker's name: (first name, last name)	Telephone number where co-worker can be reached		
()Best time to call: Daytime Evening Area code (home or cell phone)			

4 th former employer or period of unemployment	mvestigator s mitalis
Name of former employer	Former employer's mailing address
Start Date/	End Date/
Full time Part-Time Temporary Milit	tary Self-Employed Volunteer Internship Unemployed
Former employer's telephone number for employment v	rerification (Personnel) Your title or position
Telephone number ()	
Reason for leaving employment	
Reason for leaving employment	
Resigned Entered Military Lay off	Contract expired Return to school Terminated (fired)
Completion of military service Resigned t	to avoid being terminated Resigned while under investigation
Quit without giving notice as required by company po	olicy Reason not listed, explain below
Explain reason for leaving employment; continue on page	thirty (20) if pagesony
Explain reason for leaving employment; continue on page	e thirty (30) if flecessary
Do you feel this former employer would rehire you? If yo page thirty (30) if necessary.	ou answered "No" explain below; continue on Yes No
Supervisor's name (first name, last name)	Supervisor's title
Telephone number where your former supervisor may be	reached and time available to take calls
Telephone number ()	Best time to call: Daytime Evening
Their code (work of con photo)	
Did you ever received or do you have any pending discipl page thirty (30) if necessary.	linary actions? Explain below; continue on Yes No
Co-worker's name: (first name, last name)	Telephone number where co-worker can be reached
(,,,	300.00
	()Best time to call: Daytime Evening Area code (home or cell phone)

5 th former employer or period of unemployment	
Name of former employer	Former employer's mailing address
Start Date/	End Date/
Full time Part-Time Temporary Mil	itary Self-Employed Volunteer Internship Unemployed
Former employer's telephone number for employment ve	erification (Personnel) Your title or position
Telephone number ()	
Reason for leaving employment	
Reason for leaving employment	
Resigned Entered Military Lay off	Contract expired Return to school Terminated (fired)
Completion of military service Resigned t	o avoid being terminated Resigned while under investigation
Quit without giving notice as required by company po	licy Reason not listed, explain below
	41:4 (20):8
Explain reason for leaving employment; continue on page	thirty (30) if necessary
Do you feel this former employer would rehire you? If you page thirty (30) if necessary.	u answered "No" explain below; continue on Yes No
Supervisor's name (first name, last name)	Supervisor's title
Telephone number where your former supervisor may be	reached and time available to take calls
Telephone number ()	Best time to call: Daytime Evening
Did you ever received or do you have any pending discipl page thirty (30) if necessary.	inary actions? Explain below; continue on Yes No
Co-worker's name: (first name, last name)	Telephone number where co-worker can be reached
(, Nave statue)	The state of the s
	()Best time to call: Daytime Evening Area code (home or cell phone)

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Questions one (1) thru	a fourteen (14) apply to all employment since your 18 th birthday, regardless of whether the matter is or eart of your permanent record, or is no longer in your personnel file.
Yes No 1.	Have you ever been discharged or terminated from employment (fired) for any reason?
Name of employer:	Date of termination:/
Yes No 2.	Have you ever resigned (quit) after being told that your employer intended to discharge or terminate (fire) you?
Name of employer:	Date resigned:/
Yes No 3.	Have you ever resigned (quit) after being told that your employer intended to take disciplinary action against you?
Name of employer:	Date resigned:/
Yes No 4.	Have you ever resigned (quit) because you suspected your employer intended to discharge or terminate (fire) you for any reason?
Name of employer:	Date resigned:/
Yes No 5.	Have you ever used illegal drugs or alcoholic beverages on the job or in violation of company policy?
Name of employer:	Date:/
Yes No 6.	Have you ever <u>been investigated</u> by your employer's internal affairs, loss prevention or any other enforcement or disciplinary investigation unit?
Name of employer:	Date of investigation:/
Yes No 7.	Have you ever <u>resigned while under investigation</u> by your employer's internal affairs, loss prevention, enforcement or any other disciplinary investigation unit?
Name of employer:	Date resigned:/ Month Year:
Yes No 8.	Have you ever been accused of discrimination (such as sexual harassment, racial bias, sexual orientation harassment, etc) by a co-worker, superior, subordinate, client or customer?
Name of employer:	Date of investigation: / Month Year

	Investigator's initials
Yes No 9. Have you ever left an employer and been told yo	ou were not eligible for rehire?
Name of employer:	/ Month Year
Yes No 10. Have you ever received a written reprimand from	om any employer?
Name of employer:	/
Yes No 11. Have you ever received counseling or otherwise	e been put on notice by any employer?
Name of employer:	Date :/
Yes No 12. Has any employer ever suspended you for misco	onduct or as a disciplinary action?
Name of employer:	Date:/
Yes No 13. Did you ever steal anything of value from your	employer?
Name of employer: Item(s) taken:	Date of theft:/
Yes No 14. Have you ever been terminated by any public	c safety agency while employed as a Police Officer, Police officer or in any position that enforced Federal,
State, Military or local laws or in a position safety?	on that directly and immediately affected the public
Reason for termination:	
Date of termination:/	Year

Investigator's initials	
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Yes No Have you ever applied to a Prince George's C position? If "Yes", provide the date(s), position(s), and results. Check all not include this application. Include all previous applications a positions with Prince George's County Public Safety make copie	boxes that apply and complete all information requested. Do and appointments. If you have applied for more than two (2)		
Date applied for this position (most recent)	Agency & Position		
Month: Year: Total number of times you have applied for this position:	Police Corrections Fire Dept. Sheriff PSC Other: Position you applied for:		
Submitted application only, no processing. ☐ Currently in background processing. ☐ Withdrew application. ☐ Disqualified at Preliminary Screening. ☐ Failed at Preliminary Screening. ☐ Failed physical agility test. ☐ Failed written test. ☐ Failed oral interview. ☐ Failed polygraph. ☐ Medical disqualification. ☐ Psychological disqualification. ☐ Not selected: Reason: ☐ Date of disqualification , non selection, withdrawal or non acceptance: ☐ Month ☐ Year ☐ Currently employed with agency in this position. Date of hire: ☐ Month ☐ Year ☐ Date employment with Prince George's County ended: ☐ Month ☐ Year ☐ Month ☐ Year ☐ Month ☐ Year ☐ Month ☐ Year ☐ Date employment with Prince George's County ended: ☐ Month ☐ Year			
Date applied for this position	Agency & Position		
Month:Year: Total number of times you have applied for this position:	Police Corrections Fire Dept. Sheriff PSC Other: Position you applied for:		
Submitted application only, no processing. ☐ Currently in background processing. ☐ Withdrew application. ☐ Disqualified at Preliminary Screening: ☐ Failed preliminary Screening: ☐ Failed preliminary Screening: ☐ Failed physical agility test. ☐ Failed written test. ☐ Failed oral interview. ☐ Failed polygraph. ☐ Medical disqualification. ☐ Psychological disqualification. ☐ Not selected: Reason: ☐ Date of disqualification, non selection, withdrawal or non acceptance:			

	Investigator's initials
	her Public Safety Agencies and/or Fire Departments? es. If "Yes", list the name of every agency where you have of the outcome or status. Make copies of page twenty-four (24)
Date of application: 1	
Month:Agency:	Position:
Background Investigator's Name:	Currently in background processing.
Telephone number for your background investigator or the agency	
Disqualified or not selected: Reason:	Area code/ Month Year
Date of application: 2 Month:Agency:	Position:
Background Investigator's Name:	Currently in background processing.
Telephone number for your background investigator or the agency	phone number : ()
Disqualified or not selected: Reason:	Area code /
	Month Year
Date of application: 3 Month: Agency:	Position:
Background Investigator's Name:	Currently in background processing.
Telephone number for your background investigator or the agency	
Disqualified or not selected: Reason:	Area code /
	Month Year
Date of application: 4	
Month:Year:Agency:	Position:
Background Investigator's Name:	Currently in background processing.
Telephone number for your background investigator or the agency	phone number : ()
Disqualified or not selected: Reason:	/
	Month Year
Date of application: 5	
Month:Agency:	Position:
Background Investigator's Name:	Currently in background processing.
Telephone number for your background investigator or the agency	
Disqualified or not selected: Reason:	Area code/
-	Month Year

Investigator's initials

Have you ever committed, been charged, detained or questioned by any law enforcement agency for any of the following crimes.

Includes any crimes you may have committed but were never caught, suspected of or questioned for.

Include of crime or	dates, ch	Wes' to any question(s) one (1) thru eighty-nine (89) provide detailed information on page thirty (30) arges, law enforcement agency or court and final disposition. If you were ever charged or convicted of a din court regarding a criminal offense you must bring the court documents containing the final tact the court where you appeared to obtain these documents.
Yes	No	 *Have you ever been detained, questioned, stopped or held by any security officer, loss prevention agent, special police officer, police officer, deputy sheriff, sheriff, military police or any other law enforcement agency for any reason? *This includes being stopped, detained, questioned and released with no report or action taken.
Yes	No	2. Have you ever been arrested or charged with a criminal offense by any law enforcement agency for any reason?
Yes	No	3. Have you ever received or been issued any type of criminal citation or criminal summons in lieu of arrest?
Yes	No	4. Have you ever had any criminal charges placed on the stet docket, received probation before judgment (PBJ) or had any charge(s) dismissed?
Yes	No	5. Have you ever shoplifted any merchandise from a store?
Yes	No	6. Have you ever helped anyone shoplift (lookout, divert store employees, hide merchandise, etc)?
Yes	No	7. Have you ever stolen any money, merchandise, or property from any place where you have worked?
Yes	No	8. Have you ever stolen any money, merchandise, or property from any of your co-workers?
Yes	No	9. Excluding places where you have worked or shoplifted from, have you ever stolen any money, merchandise, or property from any other place or person?
Yes	No	10. Have you ever returned any stolen merchandise to a store for an exchange or refund?
Yes	No	11. Have you ever short-changed customers or over-rung sales and kept the extra money?
Yes	No	12. Have you ever taken part in committing embezzlement?
Yes	No	13. Have you ever deliberately falsified any time cards, work schedules, expense reports, payroll documents, purchase orders, bills, invoices, or any financial document to receive compensation or commit a theft?
Yes	No	14. Have you ever knowingly received, purchased, or sold any stolen property?
Yes	No	15. Have you ever helped anyone steal any money, merchandise, or property?
Yes	No	16. Have you ever made any false insurance claims?
Yes	No	17. Have you ever used someone's credit card, bank card, debit card, ATM card, checking or savings accounts without that person's permission?
Yes	No	18. Have you ever written any checks on an account that you knew to be closed?
Yes	No	19. Have you ever intentionally falsified any income tax return?
Yes	No	20. Have you ever stolen services from any utility or cable provider?

Yes	No	21. Since your 16 th birthday, have you ever been criminally charged as a result of a physical fight or confrontation?
Yes	No	22. As a juvenile, were you ever charged as an adult for any crime(s)?
Yes	☐ No	23. As a juvenile, were you ever charged for any offense against a person?
Yes	No	24. In your lifetime have you ever committed any act, <u>that had you been caught</u> , would have been considered a crime?
Yes	No	25. Have the police ever been called to your home for a criminal matter involving you as a suspect or witness
Yes	No	26. Have you ever been investigated for or accused of abusing, assaulting, beating, or sexually assaulting, a spouse, romantic partner, family member or any other person?
Yes	No	27. Has your spouse/partner ever accused you of battery (whether you did commit battery or not) in a report of discussion with any law enforcement officer or court authority?
Yes	No	28. Have you ever been charged with, accused of, or questioned for any type of stalking or harassment?
Yes	No	29. Have you ever been the subject of an emergency protective order, restraining order, or stay-away order?
Yes	No	30. Have you ever made obscene phone calls or been guilty of telephone harassment?
Yes	No	31. Have you ever impersonated a law enforcement officer?
Yes	No	32. Have you ever left the scene of a vehicle accident?
Yes	No	33. Have you ever been involved in a hit and run accident?
Yes	No	34. Have you ever been guilty of running from the police (fleeing and eluding)?
Yes	No	35. Have you been guilty of arson?
Yes	No	36. Have you ever destroyed, damaged or vandalized someone else's property?
Yes	No	37. Have you ever stolen a vehicle or been involved in a carjacking?
Yes	No	38. Have you ever been involved in an assault of another person?
Yes	No	39. Have you ever been involved in a kidnapping, false imprisonment or abduction?
Yes	No	40. Have you ever resisted arrest or been involved in an assault of a law enforcement officer?
Yes	No	41. Have you ever been involved in fraud or forgery?
Yes	No	42. Have you ever been involved in a homicide or a killing of any type?
Yes	No	43. Have you ever been questioned as a witness in any type of homicide or killing of any type?
Yes	No	44. Have you ever knowingly purchased alcohol for a minor?
Yes	No	45. Have you or your spouse/partner ever been referred to, questioned by, or investigated by Child Protective Services or any similar state. local or any other official agency?

		Investigator's initials
Yes	No	46. Will any of your former spouse(s), fiancé (s), boy or girlfriend(s), domestic or life partner(s), or significant others provide any adverse or derogatory information about you?
Yes	No	47. Have you ever violated restrictions on child visitation rights, or concealed, or removed children from the State in violation of a court order?
Yes	No	48. Have you ever inflicted any physical injury to any child who was in your care and custody?
Yes	No	49. Are you currently paying court ordered child support or alimony?
Yes	No	50. Have you ever carried a concealed weapon (knife, handgun, rifle, shotgun, brass knuckles, stun gun, taser gun, martial arts weapon, etc) with the intention of committing a crime?
Yes	No	51. Have you ever discharged a firearm other than for hunting, target practice, while in the military or as a police officer?
Yes	No	52. Have you ever purchased a firearm that you knew was stolen or not properly registered?
Yes	No	53. Have you ever committed a sexual act or had any type of sexual contact with a person less than 16 years old since your 18 th birthday?
Yes	No	54. Have you ever engaged in any sexual acts involving illegal prostitution, to include, committing the act of prostitution, arranging the services of a prostitute, or profiting from those services?
Yes	No	55. Have you ever committed, participated in, or facilitated an act of rape, attempted rape or sexual assault of any kind?
Yes	No	56. Have you ever sexually touched another person against their will or without their consent?
Yes	No	57. Have you ever intentionally downloaded, viewed, possessed, distributed, or manufactured any form of child pornography?
Yes	No	58. Have you ever committed any sexual act with another person against their will or when the other person was unable to consent or resist due to a disabling condition such as intoxication or any physical or mentally incapacitating condition or event?
Yes	No	59. Have you ever exposed your sexual parts to harass, frighten, or shock another person?
Yes	No	60. Have you ever had, or attempted to have, sexually explicit conversations with a child via a computer or any other media outlet?
Yes	☐ No	61. Have you ever, for any reason, had sexual contact with an animal?
Yes	No	62. Have you ever fraudulently received and/or had to repay welfare, unemployment compensation, worker's compensation or any other local, state or federal assistance?
Yes	No	63. Are you aware of anyone ever using your name or identification for any purpose?
Yes	No	64. Have you ever intentionally altered your name, address, or date of birth on any official document, certificate or license?
Yes	No	65. Have you ever used a "fake ID" to enter a bar, club or to purchase alcoholic beverages?
Yes	No	66. Have you ever represented yourself as another person or used another person's name for any academic, medical, employment examination, or any other purpose?
Yes	No	67. Do you know or have you ever associated with any individual whose interest(s) are contrary to those of the United States Government?

		Investigator's initials
Yes	No	68. Are you now or have you ever been in or applied to any organization that seeks to overthrow the constitutional form of government of the United States of America?
Yes	☐ No	69. Have you ever or do you now support or adhere to the philosophy of any organization that seeks to overthrow the constitutional form of government of the United States of America?
Yes	No	70. Have you ever made a contribution to an organization dedicated to the overthrow of the United States Government and/or which engages in illegal activities to that end, knowing that the organization engages in such activities with the specific intent of overthrowing the United States Government?
Yes	No	71. Do you currently have or ever have had a passport that was issued by a foreign government?
Yes	No	72. Are you now, or have you ever been, a member or associate of a criminal enterprise, street gang or any group engaged in criminal activity?
Yes	☐ No	73. Have you ever associated with or have acquaintances that are members of a criminal enterprise, street gang or any group engaged in criminal activity?
Yes	No	74. Have you ever been warned, counseled, or otherwise spoken to about comments you made regarding someone's race, gender, religion, nationality, or sexual preferences?
Yes	No	75. Have you ever done anything to harm, insult or frighten another person because of that person's race, gender, religion, nationality or sexual preferences?
Yes	No	76. Do you have any racial, religious, sexual or other prejudices that may affect your performance?
Yes	No	77. Have you ever applied for a permit to a carry a concealed weapon in Maryland or another State?
Yes	No	Was permit granted?
		Reason not granted:
Yes	No	78. Have you ever applied for and been granted a security clearance?
		Name of company or organization:
Yes	No	79. Have you ever applied for and been denied a security clearance?
		Name of company or organization:
		Reason for denial of security clearance:
Yes [□ No	80. Is there anything in your past that someone could use to blackmail you?

Yes	Yes No 81. Have you ever been fingerprinted for any reason? Explain, when , where and why:			
		-		
Yes	□ No	82.	Are you married to, residing with or dating anyone who is or was an inmate incarcerated at the Prince George's County Detention Center in Upper Marlboro, Maryland or any other correctional facility or prison?	
Yes	☐ No	83.	Have you ever been married to, resided with or dated anyone who is or was an inmate incarcerated at the Prince George's County Detention Center in Upper Marlboro, Maryland or any other correctional facility or prison?	
Yes	No	84.	Has the other parent of any of your children ever been incarcerated?	
Yes	No	85.	Do you currently have or have you ever had <u>any type of relationship</u> with any person who is or has been incarcerated or has a criminal record?	
Yes	No	86.	Have you ever associated with any person that is or has been incarcerated or has a criminal record?	
Yes	No	87.	Have you ever visited with any person while that person was incarcerated?	
Yes	No	88.	Is any member of your immediate family now incarcerated or on either probation or parole?	
Yes	No	89.	Have you ever been questioned by the police regarding anyone who is or has been incarcerated?	

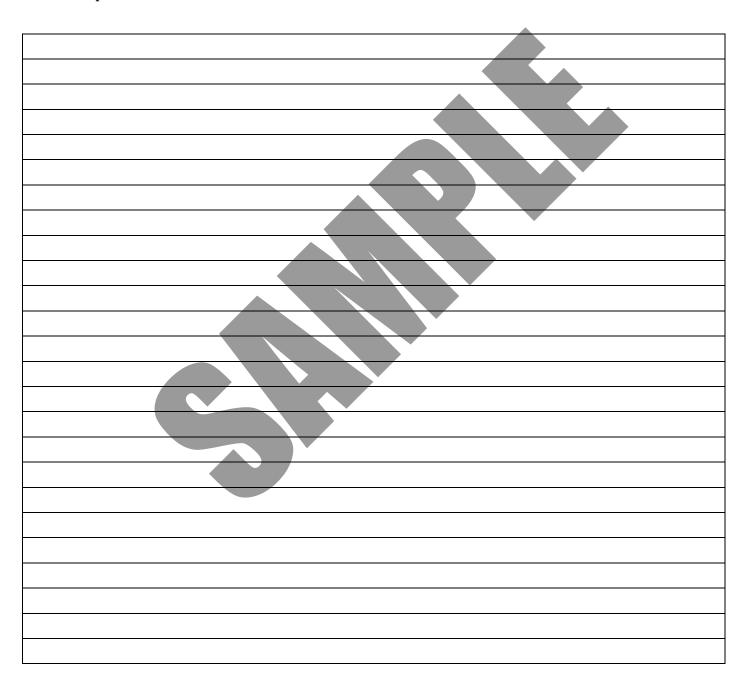
Note: Copy this blank page if more space is required for statements. Print clearly and use black ink only

Use this page as an addendum or supplement to any question. Indicate the corresponding page number and the original question number if applicable.

If there is any type of documentation concerning the event, bring the original copies to your Initial Interview. This includes expungement papers to include a compliance letter from each party listed on the expungement order. If you were charged or convicted of a crime or appeared in court regarding a criminal offense, you must bring the court documents containing the final disposition. Contact the court where you appeared to obtain these documents.

Your written responses must also contain the following:

- 1. When the incident or events occur? 2. What was your age at the time? 3. What occurred?
- 4. What agency, employer, other party, or person(s) was/were involved? 5. Where did the incident or event occur?
- 6. Final disposition.



APPLICANT DECLARATION

I understand that any conditional offer of employment or appointment will be contingent upon the results of a completed background investigation.

I understand that in the event my application is disapproved, non-selected, or otherwise does not result in my employment or appointment with the Prince George's County Government, sources of confidential information and/or the reason(s) for non-selection may not be released or revealed to me.

I understand that I must notify Public Safety Investigations immediately if I:

- 1. Have any contact with any law enforcement agency or court; this would include arrest, criminal citations in lieu of arrest, questioning, detainment, traffic citations or any court appearance or summons.
- 2. Have any contact with or association with any person who is currently incarcerated or has any criminal record.
- 3. Have any change in my employment or employment status. If I am terminated, receive any reprimands or disciplinary actions.
- 4. Experience any event that changes or alters any information I have provided on any application or document.

I understand that if an offer of employment or appointment has been made I am required to immediately report to the hiring agency any arrest, or contact (detained and/or questioned) by any court or law enforcement agency.

I understand that failure to report any changes, corrections or amendments may be cause for my name to be removed from the eligible list or immediate termination if an appointment has already been offered or accepted.

I hereby certify that all answers and statements made in this Personal History Statement are true and complete. I understand that any discrepancies, misstatements, omissions, and/or falsifications may be cause for permanent disqualification or immediate termination if an appointment has been offered or accepted.

I understand that polygraph examination results and psychological evaluation results and psychologists notes will not be released or revealed to me for any reason.

I understand this Personal History Statement is a permanent record and the exclusive property of Prince George's County Government. All documents, questionnaires and background information obtain during this investigation will not be returned or revealed to me for any reason.

<u>DO NOT SIGN</u> UNTIL INSTRUCTED DURING YOUR INITIAL INTERVIEW

Please print	/						
First name middle name		last name					
Signature:		Dat	e	/_		/	
<u>Do not sign</u> until instructed during your ini	TIAL INTERVIEW		Mon	ıth	Day	Year	
Reviewing Investigator's Signature:							
Reviewing Investigator's Name (Print)		Date:	/_	/_		_	
		Mo	onth I	Day	Year		











Prince George's County Government Public Safety Investigations

Goals Essay

Please print your name	
First name	Middle initial Last name
Please print the agency and position you are ap	oplying for.
Agency	Position
Date:/	

Prince George's County Government is seeking applicants who are ready to accept a challenge and make a difference. When you applied you began a process that will change your life forever. Public Safety Investigation's goal is to offer Prince George's County Public Safety Agencies the most qualified applicants available. We seek applicants who are honest, goal oriented and dedicated.

Write an essay of at least 200 words stating why you want to work for Prince George's County Public Safety and why we should hire you over other applicants. Write about your abilities and strengths. Write about events in your life that have helped to shape you.

Must be complete using your own handwriting. Print clearly and use black ink only

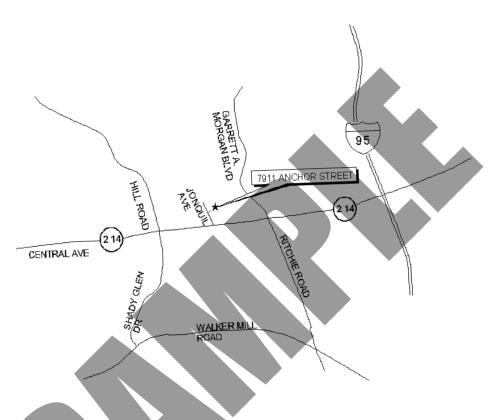
Must be complete using your own handwriting. Print clearly and use black ink only

Goals Essay page 1

Goals Essay page 2

Mailing Address for Public Safety Investigations:

Prince George's County Government
Office of Human Resources Management
Public Safety Investigations
7911 Anchor Street
Landover, MD 20785



Capital Beltway to Central Ave (Route 214) EXIT 15 B

Exit onto Central Avenue (West) towards Washington DC

Central Ave until Jonquil Avenue (Approximately 1 mile)

Turn Right onto Jonquil Ave.to Anchor Street (Approximately 2 blocks)

Turn right onto Anchor Street. The PSI building will be directly in front of you on the hill.

Turn LEFT into the parking lot and park in rear of lot at the chain link fence.

DO NOT PARK in upper lot or in front of building, your vehicle will be ticketed.

Walk to the front of the building (flag pole). Enter, register at the information window, then proceed to the second floor (elevator). Sign in at desk and ring door bell by door on your right.

Languages Translation Services (For document translation to English)

La Comunidad de Habla Hispana de Maryland, Inc. (212) 227-1994 FAX (212) 693-1489

Globe Language Services Inc. <u>www.globelanguage.com</u>

(301) 587-7217 or 18 FAX (301) 589-1397