



Marlboro Volunteer Fire Department Company 20

14815 Pratt Street, Upper Marlboro, MD 20772

Mailing Address, Marlboro VFD, PO Box 195, Upper Marlboro, MD 20772

Phone: Co. 20 301-883-7720 / 301-952-0938 Fax: 301-952-8942

PROCEDURE FOR SCHEDULING OF FINGERPRINTS

Listed below is the procedure for scheduling of your **"LIVESCAN"** fingerprinting appointment.

You **SHOULD NOT** schedule you Livescan fingerprinting until you have completed all forms in your application package, and it is reviewed by a member of the membership committee. If the package is not complete you cannot get your fingerprints done, as you will turn your package in when you get your fingerprints done.

NEW Applicants must send an email to PGVFDfingerprints@gmail.com to schedule your appointment

IN YOUR EMAIL YOU MUST INCLUDE THE FOLLOWING INFORMATION

- 1. Your Name**
- 2. Company is: Marlboro VFD Company 20**
- 3. Best Date and Time for your appointment (Please see schedule below)**
- 4. Your contact phone number**

You should be contacted via your contact number or email within two (2) business days after receipt of your request for scheduling fingerprints

LIVESCAN Fingerprinting hours are as follows:

Monday through Friday

(9:00 am) 0900 hours to (1200 noon) 1200 hours

(1:00 pm) 1300 hours to (4:00 pm) 1600 hours

Once you have completed your LIVESCAN fingerprinting, you will receive a receipt which must be returned to the station to a member of the membership committee, to be included in your active personnel file.