

Frostburg State University

A Guide for New Members of the Faculty and Staff



The Office of Human Resources

I. Getting Started

Checklist for New Employees

All new employees are required to complete a ["new employee packet"](#) prior to their first day of employment. An appointment letter and a new employment packet will be mailed to the new employee from the Office of Human Resources prior to the first day of employment.

The sooner you complete the forms and return them to the Office of Human Resources, the sooner your information can be sent to Central Payroll and entered.

Network Account

The network account is the core of computing access at FSU. All employees are given access to the University network when they are employed. Each person is assigned an **FSU username** and **password** which provides managed and secure network access. Access to the [University's integrated online systems & services](#) is controlled through your network account. See the [Network Accounts page](#) for more information.

Requests for employees' accounts are initiated by the Office of Human Resources (with direction from the employing unit). The Office of Administrative Computing (OAC) must have a signed ["Certification of Security" \(COS\) form](#) on file before your account request can be processed. A COS is included with your new employee packet. Once your COS form is received by OAC, your account will be set-up in a timely manner.

PAWS

PAWS is Frostburg State University's secure online records system. PAWS has a self service area that includes a *Faculty Center*, *Advisor Center*, *Timekeeping*, *Personal Information and Reporting Tools*. The *Faculty Center* is used to access all your class-related activities including your teaching schedule, class roster, and grade roster. The *Advisor Center* is where you can view your advisees' data as well as other students' data and includes transcripts, transfer credit evaluation, and other academic information. It also allows you to search the University Catalog and the Schedule of Classes. *Personal Information* is used to update your office and home address; telephone number and emergency contact. Many employees also use PAWS to electronically manage their timesheets and view their paychecks as well as access various reports related to their job functions. You can access PAWS directly at <http://paws.frostburg.edu>.

If you are in need of a PAWS account, please contact the Help Desk at 301/687-7777. OAC must have a signed ["Certification of Security" \(COS\) form](#) on file before processing your request. Once your COS signed form has been returned to the OAC, your request will be processed in a timely manner.

Email

All employees of Frostburg State University are provided with email accounts. In order to establish an email account, you must first be entered into PAWS, and you must complete and return the ["Certification of Security" \(COS\) form](#). After a record of employment has been entered in PAWS, an account will be assigned to you. The Office of Administrative Computing (OAC) will send you the information with your user id and password.

Access to computer equipment systems and networks owned or operated by FSU is a privilege that is granted by the University subject to certain rules, regulations and restrictions. It is the responsibility of each user of FSU computing resources to read and adhere to all established [computing policies](#).

FSU Employee Identification Card

One of your first steps as you settle into the FSU community should be obtaining an FSU Employee ID card. Your FSU Employee ID card can be used to gain entrance to University facilities and events. You can also use it to make purchases from on-campus vending machines, at the University Bookstore and other on- and off-campus locations. An official FSU employee ID may be required for the following services as well:

- To access and check out items from the library.
- For discounted prices when offered for concerts and other special events.
- For use of any athletic facility/equipment.
- To gain access to other State agencies and State office buildings.
- For free admission to FSU athletic events.
- To check out a State car or credit card for authorized travel.
- Required by Campus Police for room opening.
- To access Bobcat Express.
- To utilize shuttle service in Annapolis.

How to Obtain an FSU Employee ID Card

Before you obtain an FSU Employee ID card, you must have an Employee ID number established in PAWS. To be entered into PAWS, you must complete your new employee documentation. Once your PAWS record is established, you will be sent an "Employee ID Authorization Form." Take your ID Authorization form to ID Services in Chesapeake Hall, Monday through Friday from 8:30 a.m. to 4:30 p.m. and you will be issued an FSU Employee ID card. Call ID Services at 301/687-4196.

Benefits Enrollment Procedures and Deadlines

New State employees are entitled to participate in the State of Maryland Health Benefits Program. Participation in the State Benefits Program requires new employees to file an Enrollment Form and dependent documentation within sixty (60) days of their hire date. Enrollment Forms are not accepted after sixty (60) days. The Agency Benefits Coordinator must sign the Enrollment Form and check the accuracy of the dependent verification documentation before sending to the Employee Benefits Division.

The State of Maryland offers the following Benefits in any combination. Employees pay a separate premium on a bi-weekly basis as a payroll deduction for the plans and coverage selected on the Enrollment Form.

- 8 Medical plans (all include vision benefits at no additional premium)
- 1 Prescription plan
- 2 Dental plans
- Term Life Insurance
- Personal Accident & Dismemberment Insurance
- Flexible Spending Accounts (Health Care & Day Care)

- Long Term Care (direct enrollment through the vendor)

Additional benefits for the following plans are available through UNUM.

- Term Life Insurance – Levels of coverage range from \$20,000 to \$750,000 (not to exceed six times an individual's salary. Coverage available for both employees and dependents
- Long Term Disability – Provides income protection equal to 60% of an employee salary after either a 90 day or 365 day elimination period.

Enrollment and changes can be made outside Open Enrollment if an employee has experienced a qualifying change in status. Examples of qualifying changes include:

- Birth or adoption of a child
- Death of a dependent
- Dependent's loss of eligibility
- Marriage/divorce
- Involuntary loss of other coverage
- Changes to other coverage having a different plan year

Retirement Plans

Nonexempt Employees

Regular nonexempt employees are enrolled in the State Retirement and Pension System of Maryland (SRPS) at the start of employment. The SRPS is a defined benefits plan that provides a benefit at retirement based upon your salary and years of service. The plan requires an employee contribution of 5% of their salary that is non-taxable for federal tax purposes. Members are vested after completing 5 years of eligibility service. Provisions of the SRPS include early service retirement, disability and death benefits for qualifying members. Other plan benefits include conversion of accumulated sick leave to creditable service at retirement, subsidized health insurance benefits (including spouse/dependent children for retirees who have completed 16 years of service) and annual cost of living adjustments during retirement. Employees must complete an Application for Membership Form and Designation of Beneficiary Form no later than their date of hire.

Faculty and Exempt Employees

Regular exempt employees (faculty and unclassified administrators) have the option to enroll in the State Retirement and Pension System of Maryland (SRPS) or an Optional Retirement Program (ORP). The SRPS is a defined benefit plan that provides a benefit at retirement based upon your salary and service. The plan requires an employee contribution of 5% of your salary that is non-taxable for federal tax purposes. Members are vested after completing 5 years of eligibility service. Provisions of the SRPS include early service retirement, disability and death benefits for qualifying members. Other plan benefits include conversion of accumulated sick leave to creditable service at retirement, subsidized health insurance benefits (including spouse/dependent children for retirees who have completed 16 years of service) and annual cost of living adjustments during retirement.

The ORP plans are a defined contribution plan providing benefits at retirement based upon accumulated contributions. The current contribution from the State is 7.25% of the employees salary with no contributions required from the employee. Employees are fully vested immediately. Disability and death

benefits are based on an employees ORP account balance and may be subject to a federal tax penalty. Employees who retire with sixteen (16) years of service receive a subsidy for health insurance for the retiree only. New employees must select their retirement plan and complete the appropriate membership forms no later than their first day of hire. Current ORP vendors include TIAA-CREF and Fidelity Investments.

Supplemental Retirement Accounts

Supplemental Retirement Accounts (SRA) allow employees to supplement their retirement income by enrolling in and contributing a portion of their salary on a pre-tax basis in an investment plan of their choice. There are several investment options within each plan. The current SRA vendors include Maryland Supplemental Retirement Plans (MSRP), TIAA-CREF and Fidelity Investments. Enrollment materials are available from the Benefits Coordinator at 301/687-4398.

University Directory

The [University's online directory](#) provides contact information (names, job titles, department titles, addresses, phone numbers and email addresses) for all FSU faculty and staff. Each spring, all employees are reminded to update their directory information through the PAWS Self-Service module. Unless you update the information in PAWS, the information from your most recent Personal Data form, which may be out of date, will appear in the Online Directory.

Once you have established an email account, you are encouraged to check your own PAWS data, as it is one of the principal tools that your colleagues and students will use to contact you. Go to the online directory and review your entry. Some changes can be made by the employee him/herself; others (e.g. academic rank/department title) must be made by the Office of Human Resources. If the name, title, department, office address, or office phone number is incorrect, please access PAWS self-service; sign in using your user-id and password and click on the link called self-service.

An Employee Directory containing business and home information is available **for FSU use only**, as part of the Campus On-line Directory. Your information can be viewed only by individuals who have FSU log-in capability. You will select how you want other employees to view information relative to your home address, home phone and cellular phone and this information will be published only with your permission as indicated in PAWS Self-Service in the "**Change Directory Print Option - Home Information.**" The current default for all employees is set so that information regarding your home address, home and cell phone is **not** displayed. The directory will be updated regularly to capture your changes

Changes to your information can be made under "Self Service" in PAWS. The navigation in PAWS is as follows:

[Home](#) > [Self Service](#) > [Personal Information Summary](#) > [Personal Information](#)

New employees are especially encouraged to make sure their information is updated and correct.

Change of Address

To notify the University of a home address change, please go to the self service link in [PAWS](#) and sign in using your user id and password. Click on the link "My Personal Information" under "Self Service" for home and mailing address change. You must also complete a Change of Address form for Central Payroll

Bureau and a Change of Address for Employee Benefits Division. Both forms are available on the [OHR web page](#). It is particularly important that you maintain current address records with Human Resources because the address that is on file in PAWS and at Central Payroll Bureau is the address that the W-2 form will be mailed. You also may want to inform your department secretary of any changes to your home address.

Campus and Community Maps

An [FSU campus map](#) and various Frostburg city and surrounding community maps are available on the [FSU website](#).

Parking

Any faculty or staff member wishing to park a motor vehicle on campus shall register at the University & Student Billing Office in Pullen Hall Room 148 no later than 4:00 pm of the third business day after classes start for the semester. The basic fee is \$40 per year, beginning July 1.

All permits issued during the academic year are valid until the expiration date printed on the permit.

Upon registration, a permit is issued for conspicuous placement on the vehicle. HANG-TAG PERMITS ARE TRANSFERABLE FROM VEHICLE TO VEHICLE. VIOLATIONS AND FINES ARE THE RESPONSIBILITY OF THE PERSON TO WHOM THE HANG-TAG IS REGISTERED. Registration permits for automobiles and trucks are to be hung from the rear view mirror with the numbered side facing out. Registration stickers for motorcycles, motor scooters, and motor bikes, are to be affixed to the right front fork. Owners of convertibles and vehicles without factory-installed rearview mirrors may obtain an adhesive sticker. The registration sticker must be visible and in clear view from the outside of the vehicle.

The registration process is considered complete only when the permit is properly displayed. Any vehicle not displaying such a permit shall be considered unregistered.

Damaged permits must be promptly replaced. Failure to replace such permits will be considered a violation of these regulations. There is no charge for replacement of registration permits upon proof of damage to, or loss of, originally issued permit. Replacement permits are issued by University Police. Stolen permits should be immediately reported to University Police.

For more information about on-campus parking, visit the [University Police website](#).

Library Collections and Services

New faculty and staff are invited to schedule a personal tour of the Lewis J. Ort Library by contacting Pam Williams, Associate Director of Library User Services at 301/687-488, or pwilliams@frostburg.edu or to complete a [virtual tour](#). Basic information about library collections is available on the [library website](#). If you want to access online information and resources, please check the following link: <http://www.frostburg.edu/dept/library/userserv/DistanceLearning.htm>.

Ordering Textbooks

The FSU Bookstore wants to make textbook adoptions as trouble free as possible, so we offer a variety of ways to submit your requisitions. The preferred method is electronically by going to the [Bookstore website](#). There you will find a link entitled "Faculty Services" that will provide you with ordering information, adoption

deadlines and hopefully answer many of your textbook questions. You can also print an adoption form out and mail it, email your request to kmemerick@frostburg.edu or call the bookstore 301/687-4341 and ask for Ken Emerick, Textbook Manager. The Bookstore staff is very eager to answer any question that you may have, so please do not hesitate to call. We look forward to working with you.

Housing

There is no university-provided housing or housing assistance for faculty and staff. Occasionally, OHR is alerted to a rental property availability in the area and therefore, new employees seeking housing may want to check with the Office of Human Resources if interested in a rental.

Employment Assistance for Faculty Spouses/Partners

For many of you, locating a position for a spouse or partner is an important consideration. To help you explore the possibilities, we've provided information on various employers in the area. For more information on spousal/partner employment, contact the Office of Human Resources.

The region's largest academic employer, the [University System of Maryland](#), has 13 institutions in Maryland, many within driving distance from the immediate Frostburg area. A collection of links to faculty and staff vacancies available at each institution is available on the respective websites.

[Allegany College of Maryland](#) was founded in 1961 and has locations in Cumberland, Maryland and Bedford and Somerset, Pennsylvania.

[Potomac State College](#) is a two-year residential division of West Virginia University that offers the prestige of a major school with the friendliness of a small campus.

[Garrett College](#) has acquired a national and international reputation for its Adventure Sports degree, which is unique in the United States, and a regional reputation for its program in Natural Resources and Wildlife Technology.

The [Western Maryland Health System](#) (WMHS) was formed in April 1996 by the affiliation of Memorial Hospital of Cumberland and Sacred Heart Hospital with the goal to expand and enhance the region's healthcare services by working cooperatively. It is located on Willowbrook Road off of I-68.

[Allegany County Board of Education](#) offers a comprehensive curriculum from Pre-K through 12th grade.

Other local employment opportunities may be located in the [Cumberland Times-News](#).

(The above list is not comprehensive, nor does it intend to be.)

Child Care

Support for employees regarding child care is available through the University's Children's Center. Information is available at the [Children's Center's website](#).

International Faculty

The ADA/EEO Compliance Office provides immigration services to international faculty, researchers and visiting scholars, as well as members of their immediate families. The office will advise foreign nationals on obtaining and maintaining lawful status while at the University.

Foreign nationals who are offered employment must apply for a nonimmigrant visa which allows them to be employed in the U.S. For more information visit the [ADA/EEO compliance website](#).

II. GETTING CONNECTED

FSU Staff Mentoring Program

The [FSU Staff Mentoring Program](#) provides an opportunity for seasoned employees to share their knowledge and experience with new and existing staff. New staff will gain from the coaching, guidance, and encouragement mentors provide. Individuals interested in being mentored must complete the [Mentor Application form](#).

FSU Faculty Mentoring Program

Each college has a formal mentoring policy in effect to reduce the various challenges faced by new faculty in their academic roles.

College of Business

The college attempts to assist new faculty in interpreting and understanding the expectations and norms in their respective department, program, and College. Department Chairs pair new faculty members with experienced faculty in an effort to enhance the new department member's teaching, professional development, service contribution, social networking, and overall acclimation to the new environment. New faculty are given the college's mentoring policy, a timeline of mentoring activities, and a goal-setting form for completion by both the mentor and mentee. *For more information, contact Dr. Ahmad Tootoonchi at 301/687-4740; or Dr. Carol Gaumer at 301/687-4052.*

College of Liberal Arts and Science

The Associate Dean of CLAS contacts new faculty in August regarding information about the assigned mentor and the program. The Dean's Office also contacts mentors and works with mentors during the academic year to ensure positive and beneficial mentoring relationships. If you have further questions, please contact the Dean's Office at 301/687-4120 or Dr. Cindy Herzog at cherzog@frostburg.edu.

College of Education

The Dean and the Associate Dean work closely with Department Chairs in the College of Education to assist new faculty and staff in interpreting and understanding the expectations in their respective departments. Department Chairs pair new faculty and staff members with experienced faculty and staff members to enhance the College's vision for teaching, professional development and service contributions. For further questions, please contact the Dean's Office at 301/687-4374 or Dr. Clarence Golden at cgolden@frostburg.edu.

FSU Policy Statements

The FSU Policy Statements booklet is published each year by the [Division of Student and Educational Services](#). The information in this document takes precedence over other materials which may be published in other documents elsewhere. The document may be viewed online at [Policy Statements 2009-2010 for Students, Faculty and Staff](#).

FSU Employee Newsletter

The *FSU Employee Newsletter* is published bimonthly by the Office of Human Resources. It features news items, articles, and photographs of interest to faculty and staff members campus-wide. The current issue of the newsletter and archives can be found on the [OHR Web site](#). Questions or suggestions for newsletter content can be sent to the Editor at humanresources@frostburg.edu.

FSU Statelines

StateLines is an FSU publication for and about FSU people. The publication is a product of the Division of Communications and Media Relations, and is e-mailed every Monday during the spring and fall semesters to all faculty, staff and students. Copy deadline is noon on Wednesday. Content submissions should be sent to Hitchins 228 or e-mailed to Liz Medcalf (emedcalf@frostburg.edu).

Research Issues

The FSU Office of Research and Sponsored Programs (ORSP) serves to provide assistance and support services to faculty, staff, and students consistent with their quest to participate in, formulate, and carry out specialized programs that supplement the academic and administrative thrusts of the institution. ORSP staff can assist with grant proposal preparation and requests that contact be made with the office early to ensure timely processing of the grant application through the required administrative review before submission. Assistance may include identifying funding sources, securing agency forms and guidelines, organizing and hosting meetings among principal partners, aiding in the development of a budget and budget narrative, and coordinating the internal review. Please contact the ORSP at least several weeks to several months prior to your grant submission deadline. For more information see <http://www.frostburg.edu/admin/orsp/>.

Bobcat Club

Athletic excellence is a tradition at Frostburg State University - one which alumni, friends and parents alike want to see continue and flourish. The Bobcat Club, funded by private contributions, is committed to supporting FSU's Division III athletics program.

Whether you are an alumnus, current faculty or staff, a parent or a friend interested in supporting FSU athletics, belonging to the Bobcat Club enables you to take pride in the achievement of athletic excellence that is synonymous with FSU.

Annual, unrestricted giving plays an ever-increasing role in this success. It is vital that we continue to provide our student-athletes with the tools necessary to continue our outstanding tradition. Your support drives the exceptional performance of our student-athletes both in the classrooms and on the field and courts.

Funding for the athletic budget is limited to student fees and charitable giving. No state dollars are allocated for the support of athletics. Your help is vital to the improvement of facilities and equipment. Gifts are tax-deductible and should be made payable to [FSU Foundation's Bobcat Club](#). Restricted gifts to a particular sport are also welcome.

Faculty Governance and University Committees

Faculty members are actively involved in many aspects of the University's operation through a formal process of faculty governance and through membership on a wide variety of committees. The primary avenue for faculty governance is the election of a campus-wide Chair of the Faculty and an active Faculty Senate that meets each month during the academic year. Members of the Faculty Senate are elected each spring for the following academic year. Seats are allocated in part by college, and two seats are reserved for non-tenure track faculty members.

Each year many faculty members participate in faculty governance through service on a wide variety of committees, subcommittees, task groups, and ad hoc groups. Four committees of the Faculty Senate deal with the key issues of faculty governance: academic affairs, faculty concerns, institutional priorities and resources, and graduate issues. These committees have subcommittees that deal with specific assignments, such as campus-wide review of applications for promotion, tenure, and sabbatical leave. There are also several committees that are required by external agencies, or ensure that procedures are followed properly, such as the Institutional Animal Care and Use Committee. In addition, there are over a dozen standing advisory groups, such as the International Education Council and the Athletics Program Advisory Group. On occasion, a special task force including faculty members is created, such as while the university is preparing for reaccreditation visits. There are restrictions on the membership of some committees, but most committees are open to any faculty member. Faculty seats on committees are determined by campus-wide election in the spring for the following academic year. More details can be found in the [Governance Section of the Faculty Handbook](#) available on the university's website.

Computing Support

The FSU Help Desk assists users with various technical problems. Employees may contact the Help Desk at 301/687-7777 (*x7777 on-campus*) or helpdesk@frostburg.edu.

Recycling @ FSU

The Physical Plant Department oversees and coordinates campus recycling efforts. The university is committed to supplying recycling bins where they are needed and to improving the overall program. For questions, comments, or suggestions related to campus recycling, please contact the Physical Plant at 301/687-4125.

State Employees Credit Union

SECU will work with you to help you achieve your financial goals and dreams. Their products and services are designed to provide you excellent value, from checking and savings options and great loan rates, to electronic services like check cards, ATMs, and on-line & mobile banking. Visit [SECU](#) today on our website or at the local branch located at 1322 National Highway, LaVale, MD 21502 or telephone 301/729-3343

III. University Service Departments

Facilities Management

The [Physical Plant Department](#) is located in the Stangle Building on the south end of campus. The department consists of 4 units: Planning and Construction, Trades and Maintenance, Housekeeping, and Safety & Sustainability. The mission of the Physical Plant Department is to provide the physical environment, utilities, and support services necessary to conduct teaching and service activities through the professional management of the design, construction, maintenance, repair, and operation of the buildings, grounds and infrastructure of the University. The department employs approximately 110 staff members. Services can be requested [online via work order](#).

IV. University Diversions

Fitness Center/Weight Room

The weight room is located on the first floor of the Cordts PE Center and features a cardio room with a full lineup of equipment. The center also includes a platform area with free weights and dumbbells, an area for dumbbell use, and an area dedicated strictly to weight machines.

The operation of the weight room is managed by the strength and conditioning/fitness staff headed by the Fitness Director/Strength and Conditioning Supervisor along with a staff of five Graduate Assistants who help with personal training. The staff provides a safe and supportive environment in which faculty and staff can exercise. More information can be found at www.frostburgsports.com under "Strength & Conditioning."

Musical Activities

By presenting more than 100 low cost or no cost performances throughout the year, the [Department of Music](#) provides an ongoing and vital musical experience for the campus and community. Concerts range from choir, band and opera (including children's shows), to small ensembles in brass, woodwinds, percussion, guitar and piano. There are also student-sponsored performances throughout the year. For a complete listing, contact the Music Department at 301/687-4109 to be placed on our mailing list, and/or visit [the Department of Music website](#).

Additionally, [Friends of Music at Frostburg \(FMF\)](#) provides support for outreach initiatives such as major musical productions, choral and instrumental tours, guest artist performances and master classes. The mission of Friends of Music is to support and promote a comprehensive music program within the context of FSU, as the premiere educational and cultural center of the region. FMF is supported by alumni and friends who are committed to reinvesting in their alma mater with both time and financial resources. For more information, please contact Dr. Joan DeVee Dixon, Chair, Department of Music, at 301/687-4115.

Cultural Events Series

The Cultural Events Series (CES) strives to enhance the quality of campus life through the development and implementation of a comprehensive arts and concerts program. CES presents six to nine performing arts events throughout the season performed by professional touring groups and one to two concerts performed by contemporary music groups. The season is designed to offer the Frostburg State campus members the opportunity to expand their cultural horizons by being exposed to a varying range of theatrical, musical, and dance performances from both national and internationally acclaimed performers.

Herbie Hancock, Preservation Hall Jazz Band, Esperanza Spalding, *On Golden Pond* starring Jack Klugman, *Julius Caesar*, *Seven Brides for Seven Brothers*, and Martha Graham Dance Company are representative of the performing arts events; and Sara Evans, America, R.E.O. Speedwagon, Maroon 5, GooGoo Dolls, Third Eye Blind, 38 Special, BOYSLIKEGIRLS, and Jim Breuer Comedy are representative of the concert programs offered to the university community.

Information about the current season and ticket purchasing options is available at [the Cultural Events Series website](#).

Athletics

Intercollegiate Athletics at Frostburg State University are an integral part of the collegiate experience for both participants and spectators. Athletics is considered an auxiliary area by USM. Athletic programs are funded through student fees and the generous support of our alumni and friends. State appropriations are used to support these programs. Frostburg athletic teams will begin competition in the Capital Athletic Conference in the fall of 2010 in all sports, except football. Football will begin a much anticipated affiliate membership with the Empire 8 Conference in the fall of 2011. Most athletic events are free to University employees and students, with the exception of some conference playoffs and all NCAA events. For athletic schedules or additional information, contact 301/687-4462 or check out www.frostburgsports.com/.

V. City Information

Area Schools

Allegany County is home to fourteen public elementary schools, four public middle schools, three public high schools, one technical school, and one alternative school staffed by highly qualified teachers. For more information, visit the [Allegany County Public Schools System website](#).

Allegany Arts Council

The [Allegany Arts Council](#) is a non-profit organization working to ensure that Allegany County is *A Community Alive with the Arts!* Its mission is to promote awareness, understanding and appreciation of the literary, visual and performing arts in Western Maryland in order to enhance the quality of life in our area. Its ongoing goals are to champion the arts in Allegany County, to support practicing artists and local art organizations, to encourage economic development through the arts and to facilitate the growth of our community into a regional arts destination. For more information, please visit The [Allegany Arts Council website](#) or call 301/777-ARTS (2787).

Public Transportation

[Allegany County Transit](#) provides fixed route transportation to the public within Allegany County. The fixed route system operates ten (10) routes **Monday thru Friday**. The regular fare is \$2.00 with no transfer fees.

Driver's License and License Plates

New Maryland residents **must** obtain a Maryland Driver's License within 60 days.

As a new resident of Maryland you must register your vehicle within 60 days of moving to Maryland. If you delay beyond 60 days, you will not be eligible for a tax credit for any titling tax paid in another state, and

you may be subject to a citation for an out-of-state registration. You can apply for a Maryland title, and registration, in person at any of the MVA's full service [branch offices](#). The closest MVA branch office is on Winchester Road in LaVale, Maryland. You also can mail the documents to the MVA's Out-of-State Title Unit, 6601 Ritchie Highway, Glen Burnie, MD 21062, or go to an [MVA licensed tag and title service](#) where they will assist you in applying.

Relocation Information / Allegany County Chamber of Commerce

Allegany County has much to offer and is a great place to raise a family, with safe communities and excellent educational facilities. Visit the [Allegany County Chamber of Commerce website](#) to learn more about our community and businesses. Find answers to many questions about Allegany County in the Chamber's relocation package, which includes real estate, educational, economic, and geographic information. The packets are free for pickup at the Allegany County Chamber of Commerce Office, 24 Frederick Street, Cumberland, Maryland; or contact the Chamber office at 301/722-2820 to receive one by mail.