

FBI/Highway Patrol Background Check Procedures

Scheduling an Appointment (Missouri residents)

All individuals must pre-register online for fingerprinting through the State Highway Patrol's Missouri Automated Criminal History Site (MACHS). The registration site is located at www.machs.mo.gov. Individuals without access to the Internet may contact the fingerprint processing company, 3M/Cogent, directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct this registration on their behalf.

A four-digit registration code is required to pre-register. The four-digit registration code ensures that the background check response is returned to the correct agency. Registration must be completed for BOTH an FBI and Highway Patrol check. Total cost is \$44.80. Completing only a Highway Patrol open records check is NOT sufficient.

School District Four-Digit Registration Code

You will need to contact your Missouri Public School District for the correct four-digit registration code prior to pre-registering for your fingerprinting. If you have more than one school district, choose only one district's registration code.

Educators who are not employed, or not with a public district, use registration code **2300**.

Substitute Teachers who are not employed, or not with a public district, use registration code **2301**.

District Name/Registration Code (School District Use Only):

LSTC 508-313

Fingerprinting Fee

The fee for the fingerprinting process is \$44.80. You will have the option to make this payment online at the time of registration or at your appointment. If you pay a fee that is lower than the amount listed, you are not doing the correct fingerprint check.

Scheduling an Appointment (Non-Missouri residents)

If you live outside the state of Missouri and cannot make an appointment for fingerprinting in Missouri, you may mail fingerprint cards directly to 3M/COGENT. You will need to contact the fingerprint processing company, 3M/Cogent, at 1-877-862-2425 to make sure all information is recorded on the FBI fingerprint cards correctly before mailing them. The fee for this process is \$44.80. A check or money order must be made payable to 3M/Cogent.

Fingerprint Results

If you are an educator, substitute teacher, or student teacher, your fingerprint information will be recorded automatically on your profile page in the online Educator Certification System. If you are an uncertified staff member or a bus driver, your results will be forwarded to the school district based upon the registration code you provided. Results of fingerprints are generally reported to the Educator Certification within 2-3 weeks from the date of appointment.

<http://dese.mo.gov/eq/cert/eq-cert-fingerprint-background.htm>

<http://dese.mo.gov/forms/documents/ApplicantsPrivacyRights.pdf>

Important Notice Concerning Your Fingerprint-based Background Check

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you must understand that by mailing your fingerprints to the Missouri State Highway Patrol or to Cogent, the Missouri Fingerprint Services vendor, you hereby agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (FBI).
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files. Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice may be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or machs@mshp.dps.mo.gov