

FBI/Highway Patrol Background Check Procedures

Four-Digit Registration Code

A four-digit registration code is required to pre-register. The four-digit registration code ensures that the results of the background check are returned to the correct agency. Registration must be completed for BOTH an FBI and Highway Patrol check. Total cost for fingerprinting is \$43.05. Acceptable fingerprints must be completed using the Department of Elementary and Secondary registration codes.

All certified and non-certified staff will need to contact the employing Missouri Public School District for the correct four-digit registration code prior to pre-registering for fingerprinting. If employed by more than one school district, choose only one district's registration code. A Missouri public school district may only share a fingerprint result with another Missouri public school district. Shared fingerprints must be less than one year old.

Educators who are not employed with a Missouri public school district should use registration code **2300**.

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

District Name/Registration Code

Provided by employing Missouri school district

Registration Process - 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 in order to complete the online registration process. A "fingerprint location map" of all fingerprint locations in the state is available on the MACHS website.

Registration Process - Non-Missouri Residents

Residents from outside the state of Missouri must also pre-register (see above). Those who are unable to schedule an appointment for fingerprinting in Missouri may mail fingerprint cards directly to 3M/COGENT. The mandatory information that must be included on the FBI fingerprint cards is located on page 2 of this document. Questions about this process may be directed to 3M/Cogent at 1-877-862-2425 or to the Missouri State Highway Patrol at 573-526-6312.

Fingerprinting Fee

The fee for the fingerprinting process for both Missouri residents and Non-Missouri residents is \$43.05. The payment may be made online at the time of registration or at the fingerprinting appointment.

Fingerprint Results

Fingerprint results for educators and substitute teachers will be recorded automatically on individual profile pages in the online Educator Certification System. Results for non-certified staff members and bus drivers will be forwarded to the appropriate school district based upon the registration code provided. Results of fingerprints are generally reported to the office of Educator Certification within 2-3 weeks from the date of appointment.

Missouri Procedures for Out-of-State Applicant Fingerprint Cards

Out-of-State Applicants may mail their fingerprints to Cogent for faster criminal background check processing. If not being billed, a check or money order for the Cogent fingerprinting fee and all State or FBI fees should accompany the fingerprints. For more information about fees please visit www.machs.mo.gov for a complete fee schedule.

All fingerprint cards should contain the mandatory demographic information listed below. If any of the below fields are left blank the fingerprint card will not be able to be processed and a rejection notice will be mailed back to the applicant.

Mandatory information that must be included on the fingerprint card:

| | |
|----------------|--|
| First Name | Height |
| Last Name | Weight |
| Street Address | Hair Color |
| City | Eye Color |
| State | Race |
| Zip Code | Place of Birth |
| Date of Birth | Citizenship |
| Gender | Social Security Number (if a US citizen) |

If the applicant is conducting the background check for an agency that has been assigned a 4 digit registration number/agency code or for a volunteer purpose then this must be notated in the upper right hand corner of the fingerprint card. Failure to include this information on the fingerprint card will result in an incorrect type of background check being done. Additional fees may be assessed if a correction is later needed.

Sample Registration #

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1234 Volunteer

Only include "Volunteer" if the background check is being conducted for a position as a volunteer.

Fingerprint cards and associated fees should be mailed to:
3M Cogent
Attn: Fingerprint Card Scan MSHP
5025 Bradenton Ave. Ste A
Dublin, OH 43017

Questions about this process may be directed to Cogent at 1-877-862-2425 or to the Missouri State Highway Patrol at 573-526-6312

Fingerprint cards may be obtained from the Missouri State Highway Patrol.

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