



Missouri Department of Elementary and Secondary Education
Educator Certification/Conduct and Investigations
P.O. Box 480
Jefferson City, MO 65102-0480
Phone: (573) 522-8315 / FAX: (573) 522-8314

FBI/Highway Patrol Background Check Procedures

Missouri Applicant Processing Services (MOAPS)

Please complete the information below and have available when scheduling the appointment to get your fingerprints taken. This information may be completed by the applicant or requesting school district.

School County-
District Code**

School
Name

School Address

DESE ORI Number **MO920320Z**

**This six digit number will ensure that DESE returns the results to the correct district, college or employer. If you are not currently employed with a school district, use 999999 for the county-district code. All of the above information is necessary to schedule an appointment with MOAPS.

Employee Status (Identifier):

(E) Educator / (U) Non-Certificated Employee (Secretary, Janitor, Etc.) / (S) Substitute Teacher / (B) Bus Driver

Schedule an appointment for applicants who reside in Missouri: You may telephone toll-free **1-866-522-7067** or use the web application at <http://www.l1enrollment.com/>. Have the information requested above ready. The fee for this process is \$52.20 (\$39.25 for the fingerprints and \$12.95 for processing through L-1 Enrollment Services Division).

If you have fingerprint cards and live outside Missouri, and wish to have your prints "captured" in ink by the local police department, you should make your \$52.20 money order payable to "L-1 Enrollment Services" and mail it along with the fingerprint cards to L-1 Enrollment Services Division. **Remember, ink fingerprints are not as accurate as those captured electronically, and should only be used for out of state applicants!**

The cards should be directly mailed from the police department to:

**L-1 Enrollment Services Division
ATTN: CARD SCAN
1650 WABASH AVE STE D
SPRINGFIELD IL 62704-5370**

The electronic MOAPS fingerprint cards will be given priority. Turn around time for electronic fingerprint results is anticipated to be 1-2 weeks from the date the fingerprints are captured. If you have questions on how to get your ink fingerprint cards to IBT for processing from out of state, you may telephone toll-free **1-866-522-7067**.

Department of Elementary and Secondary Education/Conduct & Investigations 573-522-8315 or 573-751-0051