

FBI/Highway Patrol Background Check Procedures

Registration Process - Missouri Residents

All applicants must pre-register for a fingerprint-based background check at the Missouri Automated Criminal History Site (MACHS) www.machs.mo.gov. The background check is performed by both the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). After pre-registration, all applicants must visit one of the 3M/Cogent office locations for fingerprinting (see the fingerprint location map at www.machs.mo.gov).

A four-digit registration code is required to ensure that the results of the background check are returned to the correct organizations for processing. Please see the following charts for the appropriate registration codes.

If You are Already Employed by a Missouri School District	
Your Occupation	Use this Registration Code
Administrator, Principal, Teacher, Substitute Teacher, Paraprofessional	Contact your Employing District for the appropriate registration code.
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	
Secretary, School Nurse, Custodian, Lunch Room Worker, Volunteer, etc.	
School Bus Driver	

If you are employed by more than one school district, choose only one district's registration code number to initiate your fingerprint-based background check. All Missouri public school districts are able to share fingerprint results with each other. Please note that shared fingerprint results must be less than one year old to be accepted as valid.

If You are NOT Already Employed by a Missouri School District	
Your Occupation	Use this Registration Code
Administrator, Principal, Teacher	2300
Substitute Teacher	2301
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	2300

Registration Process - Non-Missouri Residents

Applicants located outside the state of Missouri are also required to pre-register (see above) at the MACHS website (www.machs.mo.gov) to initiate their fingerprint-based background checks. After pre-registration, applicants who are unable to visit a Missouri-based 3M/Cogent fingerprinting site may complete and mail fingerprint cards directly to 3M/Cogent (see page 3). If you have any questions about the registration or fingerprinting procedures outside of Missouri, please contact 3M/Cogent at 1-877-862-2425 or the Missouri State Highway Patrol's Criminal Justice Information Services Division (CJIS) at 573-526-6312.

Internet Access and Fingerprinting Site Locations

Applicants who do not have internet access may contact 3M/Cogent at 1-877-862-2425 to initiate and complete the registration process. Please note: a four-digit registration code (see codes above) is required to initiate and complete the online registration process. All Missouri 3M/Cogent fingerprint locations are listed at the MACHS website's "Fingerprint Location Map" link (www.machs.mo.gov).

Processing Fees

The processing fee for both Missouri and Non-Missouri residents is \$40.30. The payment can be completed online during the pre-registration process or on site during the fingerprinting process.

Fingerprint/Background Check Results

Fingerprint/Background check results for educators and substitute teachers will be recorded on their profile pages at the Missouri Department of Elementary and Secondary Education (DESE), *Educator Certification System* website. The results will also be available to the designated school district, based on the registration code provided during the pre-registration process.

The results for non-certified staff members and bus drivers will not be available on the DESE Educator Certification System website and cannot be used for certification purposes. These results will only be available to the designated school district, based on the registration code provide during the pre-registration process.

Procedures for Out-of-State Applicant Fingerprint Cards

Out-of-State applicants should mail their fingerprint cards to 3M/Cogent for criminal background check processing. The processing fee can be paid online during the pre-registration process or by including a check or money order with the submitted fingerprint cards. For additional information about fees, please visit www.machs.mo.gov.

All fingerprint cards must contain the mandatory demographic information as outlined below. If any of the fields are left blank, the fingerprint card will not be processed and a rejection notice will be mailed 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/code, or for volunteer purposes, the registration code or other information must be noted in the upper right hand corner of the fingerprint card. Failure to include that information can yield a background check report that is inappropriate for its intended purpose. Additional fees may be assessed if a correction is later needed.

Sample Registration #

1234

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
Missouri CardScan
639 N. Rosemead Blvd.
Pasadena, CA 91107

Questions about this process can be directed to **3M/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 from the Missouri State Highway Patrol 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 are hereby notified that by providing your fingerprints to the Missouri State Highway Patrol or 3M/Cogent, the Missouri Fingerprint Services vendor, you 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 should be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or by email at machs@mshp.dps.mo.gov