

Administrative Memo

Date: June 13, 2012
To: Missouri Educators and School Leaders
From: Karla Eslinger
Subject: EQ-12-001 Change in Fingerprinting Procedures Effective July 1, 2012

This notice is to inform you that the Missouri Fingerprint Services Contract currently held by L-1 Identity Solutions expires June 30, 2012. The State of Missouri recently awarded the contract to 3M/Cogent effective July 1, 2012. The new contract with 3M/Cogent has many benefits over the old contract including a lower cost, an expanded number of fingerprint services sites and expanded hours of operation to include evening and weekend hours. As part of the new contract, all applicants needing to be fingerprinted with 3M/Cogent must first register with the Missouri Automated Criminal History Site (MACHS) Fingerprint Portal. The MACHS Fingerprint Portal is scheduled to be operational by June 25, 2012, and after that time may be reached at <www.machs.mo.gov>.

In an effort to increase the efficiency and timeliness of fingerprint-based background check responses, all agencies that currently have a valid applicant ORI or OCA on file with the Missouri State Highway Patrol are being assigned a unique 4-digit registration number. The unique registration numbers for the Department of Education are attached.

The unique [registration numbers](#) should be provided to all applicants who need to be fingerprinted for your agency or agencies. Upon registration with MACHS, your applicants will be prompted for this number and will not be able to schedule an appointment without it. Consequently, this number will take the place of your ORI/OCA, and applicants will no longer need to know an ORI or OCA to be fingerprinted. An [instructional brochure](#) that describes the new registration process is also enclosed.

Additional information may be found on the Background/Fingerprint Check webpage <http://dese.mo.gov/eq/cert/eq-cert-fingerprint-background.htm>