

## Administrative Memo

**Date:** July 18, 2018  
**To:** School Administrators  
**From:** Margery Tanner, coordinator, Educator Certification  
**Subject:** OEQ-18-001 – Background Checks

The Missouri State Highway Patrol-Criminal Justice Information Services (MSHP-CJIS) Division has recently made changes to applicant fingerprinting services. The State of Missouri awarded a new fingerprinting contract to IDEMIA. IDEMIA will begin fingerprint services for Missouri on Monday, August 6, 2018.

In order to implement the new fingerprinting services contract, the Missouri Automated Criminal History System (MACHS) registrations will not be available from Thursday, August 2, 2018, through Sunday, August 5, 2018. All fingerprint submissions made prior to those days must be submitted by close of business on or before Friday, August 3, 2018, or the applicant will be required to re-register.

The MACHS registration process will not change, nor will any agency codes change. However, there may be a change in fingerprint locations. The MSHP will post all locations on its website at <https://www.machs.mshp.dps.mo.gov/MACHSFP/home.html>.

For additional information, please visit <https://dese.mo.gov/educator-quality/certification/fingerprintingbackground-check/machs-information-school-district> or contact Eric Avant, supervisor, Conduct and Investigations, at 573-522-8315.