



Missouri State

Highway Patrol



Part 3:
MACHS II SYSTEM
OVERVIEW

Getting Started!

- Each agency must designate an ORI Administrator.
- The ORI Administrator must complete and submit to the Patrol a Security Access form, SHP-383.
- The form may be obtained from the Patrol by contacting the CJIS Division (573) 526-6153.
 - The form is not available on-line and can only be obtained from a formal request.

**MACHS II
ORI / OCA Administrator
Security Access**

SHP-363 01/15

MACHS CODE		ORI	OCA
AGENCY NAME			
LAST NAME		FIRST NAME	MIDDLE INITIAL
DATE OF BIRTH (YYYY.MM.DD)		TELEPHONE NUMBER	EXTENSION
LAST FOUR OF SOCIAL SECURITY NUMBER		E-MAIL ADDRESS	
New User			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
Form Function			
<input type="checkbox"/> Addition <input type="checkbox"/> Deletion <input type="checkbox"/> Modifications			
Access Level			
<input checked="" type="checkbox"/> ORI Administrator <input type="checkbox"/> ORI Read Only <input type="checkbox"/> OCA Administrator <input type="checkbox"/> OCA Read Only			
RAP Back Notifications			
<input type="checkbox"/> YES <input type="checkbox"/> NO			
SIGNATURE			DATE
<i>Your User Name and Password will be e-mailed to the e-mail address provided on this form.</i>			
USER NAME		PASSWORD	
FAX: (573) 751-9382			
Mail: MSHP, Civil Access and Audit Unit, PO Box 9500, Jefferson City, MO 65102			

ORI Administrator access is required to be assigned and approved by the MSHP CJIS Auditing and Training staff.

This form is only required to be sent to the MSHP for ORI Administrator access only.

All other access levels will be added and submitted electronically through MACHS by the ORI Administrator or OCA Administrator.

The agency may use the form for internal agency use, if needed.

Security Access Form (SHP-383)

- Send completed form to the Patrol.
 - Mail, FAX or E-mail
- Multiple forms are required for multiple ORI Administrators at the same agency.
- The Patrol will notify the ORI Administrator by Email when approval is completed.
- Approval will include instructions for the user ID and password.
 - During the first sign-on, the user must change the password and set up security questions.
- After the ORI Administrator is approved, he/she can set up additional users through the MACHS system.

Each individual requesting access must fill out a separate form.

Email notifications will be returned to the email address listed on the form

Email Notification for Access Approval

** Sample **

Your user access request submitted on 01/28/2015 10:38:23 AM has been completed.
Your user name is lueck110

Unless provided directly by MSHP ICTD staff your password is the initials of your first and last name in uppercase and lowercase respectively followed by the last four digits of your SSN followed by the two digit month, two digit day, four digit year of your birth and an exclamation sign.

For example, the user John Brown having SSN 123456789 and date of birth 01/01/1990 will have a default password of Jb678901011990!

You will be required to change the password after successful authentication.

You may view and update your profile via the following URL:

<https://www.mshp.dps.missouri.gov/HP92Web>

Access Levels

- **ORI Administrator**
 - Full Access to ORI and OCAs, if applicable. Can add users, view and download, do validations and view rapback, if applicable.
- **ORI Read Only**
 - Partial access, view and download only.
- **OCA Administrator**
 - Full access for OCA only. Can add users for OCA, view and download, do validations and view rapback, if applicable.
- **OCA Read Only**
 - Partial access, view and download for OCA only.

OCA's

- When an agency has OCA's (sub-categories of the ORI), the ORI Administrator will assign an OCA Administrator(s).
- Once approved, the OCA Administrator can assign other users as "Read Only".
 - Only the ORI Administrator can assign OCA Administrator level access.
- Access for OCA Administrators and OCA Read Only users are limited to their assigned OCA. They will not have full ORI access.

The Fingerprint Portal Log-In

www.machs.mo.gov

Welcome to the Missouri Automated Criminal History Site (MACHS)

As the custodian of criminal history information for the state of Missouri, it is the responsibility of the Missouri State Highway Patrol's Criminal Justice Information Services Division to provide public access to criminal history information.

The MACHS site may be used to conduct online name based criminal history searches or to register for fingerprinting through the automated site which includes a subsequent fingerprint submission by means of the State of Missouri's Fingerprinting Services Vendor, currently 3M/Cogent.

Fingerprint Portal - Registration

- Modify/Cancel Existing Registration
- Check Fingerprint Status
- Fingerprint Location Map

Fingerprint Portal - Administration

- Log-in to the Fingerprint Search Portal
- About MOVECHS

Name Search Portal

- Log-in to the Name Search Portal

Click here to Register with the Fingerprint Portal

Click here to Register with the Name Search Portal

Click on "Log-in to the Fingerprint Search Portal"

Risk-Based Authentication

- You will see this pop-up when you first click to log-in.
- You should READ it.
- Acknowledge by clicking on “OK”.

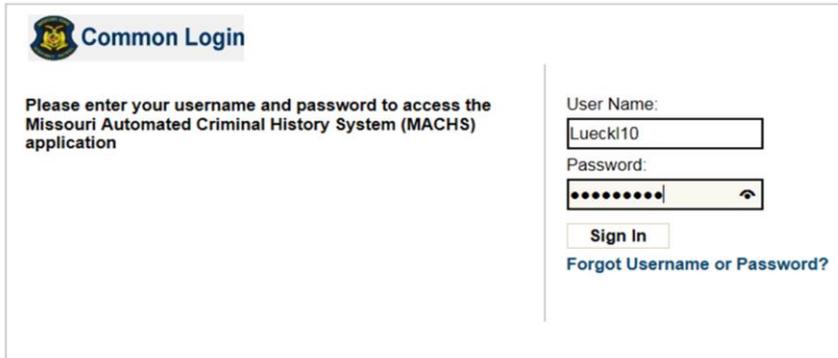
You are now accessing a restricted information system of the Missouri State Highway Patrol (MSHP). I certify that I will abide by the rules and regulations set forth by the MSHP in regards to the use of its computer systems and networks. I understand that all activity may be monitored, recorded, and subject to auditing. I am only authorized to make transactions or access systems as necessary to fulfill the requests of the officers I serve or to fulfill my authorized duties as an employee of a criminal justice agency and/or background check requestor. Information I obtain from any of the MSHP systems will not be used for any purpose outside of the reason it was requested. I will not disclose information obtained within any system for any purpose other than the purpose for which it was obtained. Unauthorized use of any of the MSHP information systems is prohibited and may result in severe criminal penalties (576.050 RSMo), civil liability, and/or termination of my employment.

OK

We have risk-based authentication built into the MACHSII System. The first time you log-in, you will be required to click on the “OK” button. This signifies that you understand that you are signing into a system with restricted information. You must click “OK” before being allowed to enter your User ID and password.

The Log-in

The User will log-in using their “user name” and “password” provided from the Patrol.



 **Common Login**

Please enter your username and password to access the Missouri Automated Criminal History System (MACHS) application

User Name:

Password:
 

[Forgot Username or Password?](#)

Each access level user should have received an email with their User ID and a generic password.

You will enter it here. The generic password consists of : Capital Last name initial, Lower case First name initial, last 4 digits of your SS#, and 2-digit month, 2-digit day, 4 digit year of your Date of Birth, followed by an exclamation mark “!”

For example: Js123405011968!

Don’t forget the “!” at the end of your password. The main complaint of passwords being rejected for the first time is because people will forget to add that on there. You may write your password down temporarily if you need to. At this time, the password is generic and you will be prompted to change it immediately.

After the first log-in, new Users will be prompted to change their password.

Profile Management

- User Profile
- Request List
- Change Password
- Manage Security Questions
- New Machs User Registration

Applications

- Missouri Automated Criminal History System (MACHS)

Admin Tools

- Manage Users

Change Password

All fields are required.
New password must be at least 8 characters in length, cannot be any of the last 12 passwords you have used and must adhere to at least three of the following four policies:

- at least one upper case character
- at least one lower case character
- at least one number
- at least one special character !@#\$\$%^&*()+=

Current Password:

New Password:

Confirm Password:

As a new user, you will be prompted to change your password immediately. Remember to use the “helpful hints” from your Security Awareness Training when choosing a secure password.

Password Successfully Changed!



All fields are required.
New password must be
cannot be any of the
must adhere to at least
at least one upper case
at least one lower case
at least one number
at least one special cha



Password successfully changed!

User Name:

Password:

New Password:

Confirm New Password:

[Forgot Username or Password?](#)

New users will be prompted to enter security questions.

Security Enhancements

When you sign on from a computer we do not recognize, you will be asked to answer a security question in order to verify your identity.
Select and answer your 3 security questions
Note: your answer should be no more than 30 characters and contain only alphanumeric characters (no symbols)

Question 1:
* - Please select a security question -

Answer:
*

Question 2:
* - Please select a security question -

Answer:
*

Question 3:
* - Please select a security question -

Answer:
*

Would You Like Us to Remember this Computer?

Yes, I plan on using this computer to access my account in the future.

No, This is a public computer or one I do not plan on using often to access my account.

As a new user, you will be prompted to answer some security questions. These questions serve two purposes....

- 1) Because of risk-based authentication, the system will remember what computer you have logged into. If you log into a different computer or device, it will ask you security questions to verify that you are the correct user.
- 2) If you forget your password and need to be re-set, you will be asked a security question.

Profile Management

- User Profile
- Request List
- Change Password
- Manage Security Questions
- New Machs User Registration

Applications

- Missouri Automated Criminal History System (MACHS)

Admin Tools

- Manage Users

Manage Security Questions

Answers should be no more than 30 characters (no symbols)

Question 1 :

* What is your maternal grandmother's first name?

Answer:

* Lilly

Question 2 :

* In what city was your father born? (Enter full name of city only)

Answer:

* Jefferson City

Question 3 :

* What street did your best friend in high school live on? (Enter full name of

Answer:

* Main Street USA

Update User Profile

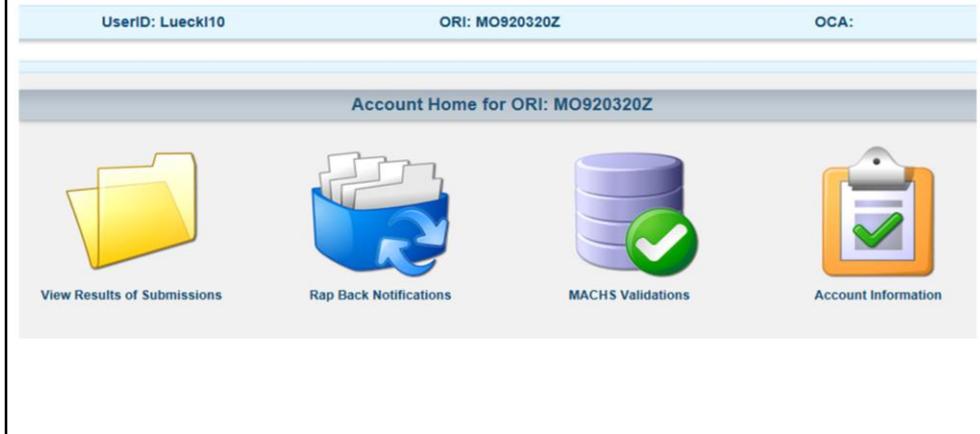
Please review your user profile information and update any necessary fields.
 This information will be used to verify your identity in the event you have problems accessing MSHP application resources.
 Original values are shown in red.
 An asterisk (*) denotes required fields.

<p>* First Name: ANN</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>Middle Initial: R</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>* Last Name: SULLIVAN</p> <input style="width: 100%; height: 20px;" type="text"/>	
<p>* Date of Birth(yyyy-mm-dd): 1992-05-05</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>Last Four SSN: 3855</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>* Phone: Extension: 573-555-5555</p> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	
<p>* Email: ANN@DESE.MO.GOV</p> <input style="width: 100%; height: 20px;" type="text"/>	<p>* Repeat Email: ANN@DESE.MO.GOV</p> <input style="width: 100%; height: 20px;" type="text"/>		
<p>* Agency ORI: MO920320Z</p>	<p>Agency Name:</p>	<p>Agency Street Address:</p>	<p>Agency City:</p>

The user should review this page carefully. If any changes need to be made, you may update them at this time.

If everything is correct... Hit SUBMIT.

After log-in, the user is directed to the
“Account Home” page.



Account Home consists of 4 icons:

- 1) View Results of Submissions
- 2) Rap Back Notifications
- 3) MACHS Validations
- 4) Account Information

This is where the user can view the user profile and view options under Profile Management, Applications and Admin Tools.

Account Information

User Profile

Profile Management

- User Profile
- Request List
- Change Password
- Manage Security Questions
- New Machs User Registration

Applications

- Missouri Automated Criminal History System (MACHS)

Admin Tools

- Manage Users

User Profile

User Details

User Information

Role: ORI Administrator

User Name: lueck10

Name: LINDA LUECKENHOFF

Date of Birth: 1980-01-01

City of Birth: N/A

Phone: N/A

Email: LINDA.LUECKENHOFF@MSHP.DPS.MO.GOV

Agency Information

ORI: MO920320Z

Agency Name: N/A

Address: N/A

City: N/A

User Applications

Application Name	Application Group	Update OCAs
Missouri Automated Criminal History System (MACHS)	MACHS ORI Admin	

Back

ACCOUNT INFORMATION

If you are an ORI/OCA Administrator, you can request to add more users, modify, etc. If you are an ORI /OCA Read-Only, you will not have this capability.

PROFILE MANAGEMENT:

User Profile: Access to everyone

Request List: ORI and OCA Admin Only

Change Password: Access to everyone

Manage Security Questions: Access to everyone

New MACHS User Registration: ORI and OCA Admin Only

APPLICATIONS:

Missouri Automated Criminal History System (MACHS): Access to everyone

ADMIN TOOLS

Manager Users: ORI and OCA Admin Only

Profile Management

- User Profile
- Request List
- Change Password
- Manage Security Questions
- New Machs User Registration

Applications

- Missouri Automated Criminal History System (MACHS) ←

Admin Tools

- Manage Users

To view CHRI from Account Information page...

- From the Account Information screen, click on “Missouri Automated Criminal History System (MACHS)” located below **Applications**.

UserID: lueck10 ORI: MO920320Z OCA:

Account Home for ORI: MO920320Z

- View Results of Submissions
- Rap Back Notifications
- MACHS Validations
- Account Information

This will take the user back to the Account Home page with the 4 ICONS.

Click the icon “View Results of Submissions”



View Results of Submissions

Home View Results Rap Back Validations Account Information

Submission History Search

Search By Status* Sorting Options*

<input checked="" type="radio"/> All	<input type="radio"/> Pending	<input checked="" type="radio"/> Entry Date	<input type="radio"/> TCN
<input type="radio"/> Complete	<input type="radio"/> Rejects	<input type="radio"/> OCA	<input type="radio"/> Last Name
<input type="radio"/> Viewed	<input type="radio"/> Unviewed	<input type="radio"/> SSN	<input type="radio"/> Complete Date

* indicates a required option

Optional Search Filters

Using these optional search filters can help limit your search results.

TCN <input type="text"/>	OCA <input type="text"/>
SSN (XXX-XX-XXXX) <input type="text"/>	Last Name <input type="text"/>
Entry Start Date (MM/DD/YYYY) <input type="text"/>	Entry End Date (MM/DD/YYYY) <input type="text"/>
Completed Start Date (MM/DD/YYYY) <input type="text"/>	Completed End Date (MM/DD/YYYY) <input type="text"/>

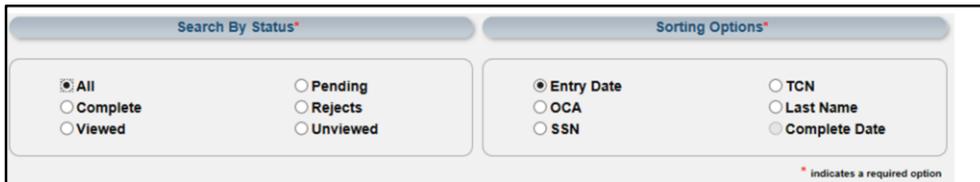
Search Reset

This is where you will search for your results.

REMEMBER:

If you are an ORI Administrator/ORI Read Only, you will see all results for all OCAs (if any) under your ORI.

If you are an OCA Administrator/OCA Read-Only, you will only see the OCAs chosen for you by the ORI Administrator.



The screenshot shows a user interface with two main sections: "Search By Status*" and "Sorting Options*".

Search By Status*:

- All
- Complete
- Viewed
- Pending
- Rejects
- Unviewed

Sorting Options*:

- Entry Date
- OCA
- SSN
- TCN
- Last Name
- Complete Date

* indicates a required option

Search options are defaulted to "All" and "Entry Date". The user may change the selection by clicking on the other search options.

- "All" will show all activity – all statuses.
- "Complete" will show only the completed records.
- "Pending" will show only those that are pending (scheduled), and
- "Rejects" will show only those fingerprints that were rejected by either the state and/or FBI.
- "Viewed and Unviewed" – Gives you the ability to see if the record has been previously viewed. If you have a large number of records and only want to see those record responses that you have not looked at, you can click on unviewed.

VIEWED: This option will show the results that have been viewed previously.

UNVIEWED: This option will show the results that have not been previously viewed.

Search By Status*

Sorting Options*

All
 Complete
 Viewed

Pending
 Rejects
 Unviewed

Entry Date
 OCA
 SSN

TCN
 Last Name
 Complete Date

* indicates a required option

- Selecting any of these items (Entry Date, TCN, OCA, SSN, Last Name) will sort by these items.

By selecting a “Sorting Option” you can search by Entry Date, OCA, SSN, TCN or Last Name.

Optional Search Filters

Using these optional search filters can help limit your search results.

TCN <input type="text"/>	OCA <input type="text"/>
SSN (XXX-XX-XXXX) <input type="text"/>	Last Name <input type="text"/>
Start Date (MM/DD/YYYY) <input type="text"/>	End Date (MM/DD/YYYY) <input type="text"/>

These optional search filters will allow for a more refined search. For example: TCN, SSN, OCA, Last Name or End Date.

If you choose to refine your search, leave the default Search Status/Sorting Options to the defaulted "All" and "Entry Date"

Wild Card* Search Option

The screenshot displays a web interface for "Submission History Search". It is divided into three main sections:

- Search By Status***: Contains radio buttons for "All", "Complete", "Viewed", "Pending", "Rejects", and "Unviewed".
- Sorting Options***: Contains radio buttons for "Entry Date", "SSN", "TCN", "OCA", "Last Name", and "Complete Date". A small asterisk indicates a required option.
- Optional Search Filters**: A section with the heading "Using these optional search filters can help limit your search results." It contains several input fields:
 - TCN**: Input field containing "MH*".
 - OCA**: Input field.
 - SSN (XXX-XX-XXXX)**: Input field.
 - Last Name**: Input field.
 - Entry Start Date (MM/DD/YYYY)**: Input field.
 - Entry End Date (MM/DD/YYYY)**: Input field.
 - Completed Start Date (MM/DD/YYYY)**: Input field.
 - Completed End Date (MM/DD/YYYY)**: Input field.

At the bottom of the form are "Search" and "Reset" buttons.

A wild card feature (*) has been added to the optional search filters. This search feature will allow you to broaden your search if you do not have the exact information.

FOR EXAMPLE: MH* will return results for all TCNs that start with MH

FOR EXAMPLE: If you are an "ORI Administrator" and would like to view only certain OCA's, you would search something like this:

*007*B (for Bus Drivers)

*007*U (for Unclassified)

REMINDER: The Wildcard feature is only available for the TCN, OCA and LAST NAME fields.

UserID: mshptest ORI: MOMHP0000 OCA:

[Home](#) [View Results](#) [Rap Back](#) [Validations](#) [Account Information](#)

Submission History Results

Search request: Status: all | Sort: entrydate | TCN: MH*

Date	TCN	OCA	Name	DOB	SSN	Response	Rap Back	Status
04/07/2015	MH383933	TEST	BATMAN, I AM	01/01/1960	123-45-6748	Pending		Registered with MACHS: 04/07/2015 16:10:04
03/05/2015	MH353447	TEST	DOE, JOHN	04/01/1975	123-45-6789	Pending		Registered with MACHS: 03/05/2015 14:24:39
02/10/2015	MH346304	TEST	DOE, JOHN	01/01/1975	123-45-6789	Pending		Registered with MACHS: 02/10/2015 07:47:42

Displaying 1 - 3 of 3 results

Your search method is displayed above the returned results

Only the results that were specified in the Optional Search Filters will be displayed.

Types of Status

- **Registered with MACHS** – the applicant has registered but has not been fingerprinted.
- **Submitted** – Cogent has sent the fingerprints to the Patrol. (User will not see these very often since they process very quickly through the Patrol’s system.)
- **In Progress** – The Patrol has received the transmission and the fingerprints are being processed.
- **Completed** – The results (state and FBI) are posted in the agency account.
- **Rejected** – Fingerprint images were rejected by state and/or the FBI.

In Progress- Some delays that may keep the status in Pending longer than the average time, could be:

We have not received a response from the FBI
The quality of the Fingerprints are poor
The person may have a criminal record
Quality Control may be researching the record for missing dispositions or incorrect information

Rejected- If you click on Rejects, you will see only rejects. Rejects will NOT show up in the “completed” search.

Further explanation: If the FBI rejects a record, the applicant will go back out and get re-fingerprinted. The old method was to have our staff reprint the state response to go out with the new FBI response. However, on the MACHS system, we will no longer do that. The state response will not go out again with the new FBI response. You will see only the FBI response in your completed view.

TIP on recognizing a FBI only response: If the TCN number has an RE as the first two characters this is the result of a rejection. The rest of the TCN will be the same as the original. When searching for a specific TCN, replace the first two characters of the original TCN with RE. Then click search.

If you see “Pending”, this status technically encompasses anything that is not complete. All fingerprint submissions prior to the date of activation that had been in the

Viewing CHRI

- After the Search is selected, the responses will appear in the following format.

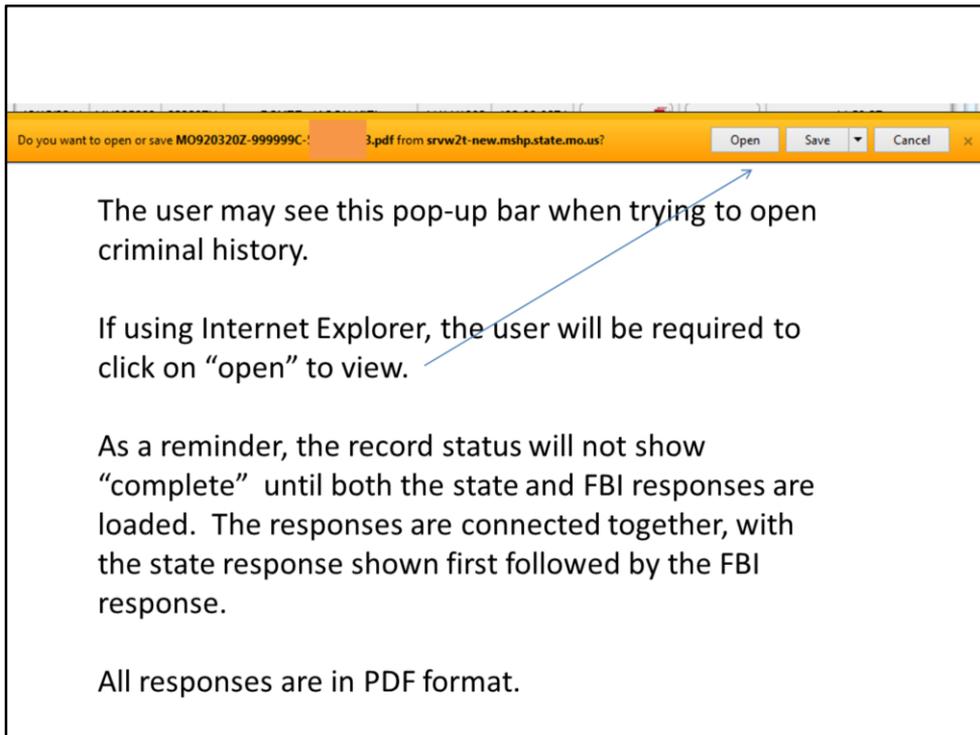
Submission History Results								
Search request: Status: all Sort: entrydate								
Date	TCN	OCA	Name	DOB	SSN	Response	Rap Back	Status
01/13/2015	UZ011661		SMITH, FREDDIE L			Pending		Received: 01/13/2015 14:27:23
01/13/2015	UZ011660		HOLCOMBE, A SHERYL			Pending		In Progress: 01/13/2015 14:25:13
01/13/2015	UZ011659		HOLT, JAMES C			Pending		In Progress: 01/13/2015 14:22:18
01/09/2015	UZ011657		CHAPPELL, JANE			Click To View		Completed: 01/09/2015 14:54:29 Expires: 02/09/2015 14:54:29
01/09/2015	UZ011656		JOLLY, ROBERT			Click To View		Completed: 01/09/2015 14:52:58 Expires: 02/09/2015 14:52:58

For this example, the search method was set to “ALL”. Therefore, the **Response** and **Status** columns show several different entries. To view the responses for the completed, click the icon “Click to View”.

Some history about when results were available:

Before we had an electronic vendor, it took about 6-8 weeks to receive a response once the fingerprints were submitted to the MSHP/FBI. If the fingerprints were mailed in, you could add 2 more weeks on to that for a total of 10 weeks or longer. After the vendor came on board, it cut the turn-around time down to about 7-10 business days. Now, with the MACHS II upgrade, the average response time (with no criminal history) has been 11 minutes. So....from 6-10 weeks to 11 minutes. Pretty impressive.

Agencies are still allowed to mail-in fingerprints. This will affect the timing from fingerprint capture to the date the MSHP is able to scan the fingerprints into the database. BUT... the average time from the submission of fingerprints to the return of the results could still be 11 minutes. The time lag is in the mailing/scanning process.



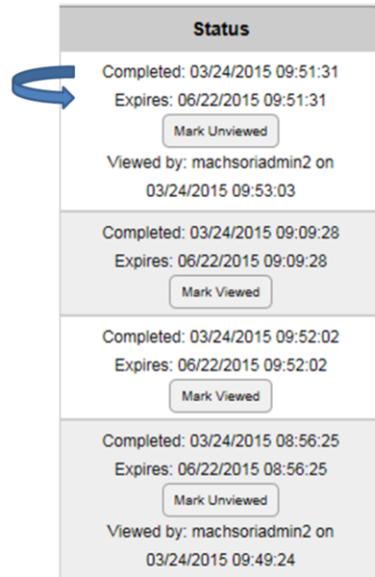
One change is that unlike the mail copies, you will not receive two separate documents. Both the state response and FBI response will be included in one PDF document.

A photo will be included with the results if the applicant registered and fingerprinted through Cogent. If the applicant was fingerprinted by any other means, a photo will not appear on their results.

You may print, save, store, etc. at this time. If you choose to not do anything with the record, the results will expire in 90 days.

Status and Expiration Date

- The “Completed” results have an “Expires” date.
- Currently, the expiration date is set at 90 days from the date of completion. If you are going to save or print the response, make sure you do so prior to this date.



Status
Completed: 03/24/2015 09:51:31 Expires: 06/22/2015 09:51:31 <input type="button" value="Mark Unviewed"/> Viewed by: machsoriadmin2 on 03/24/2015 09:53:03
Completed: 03/24/2015 09:09:28 Expires: 06/22/2015 09:09:28 <input type="button" value="Mark Viewed"/>
Completed: 03/24/2015 09:52:02 Expires: 06/22/2015 09:52:02 <input type="button" value="Mark Viewed"/>
Completed: 03/24/2015 08:56:25 Expires: 06/22/2015 08:56:25 <input type="button" value="Mark Unviewed"/> Viewed by: machsoriadmin2 on 03/24/2015 09:49:24

The results will be accessible until the expiration date. Once expired, the results will no longer be available but the name of the applicant will appear indefinitely.

Viewed and Unviewed Status

Mark as Unviewed:

The User may click this button to update the status to Unviewed



Mark Viewed:

The User may click this button to update the status to Viewed

Status

Completed: 03/24/2015 09:51:31 Expires: 06/22/2015 09:51:31 Mark Unviewed Viewed by: machsoriadmin2 on 03/24/2015 09:53:03
Completed: 03/24/2015 09:09:28 Expires: 06/22/2015 09:09:28 Mark Viewed
Completed: 03/24/2015 09:52:02 Expires: 06/22/2015 09:52:02 Mark Viewed
Completed: 03/24/2015 08:56:25 Expires: 06/22/2015 08:56:25 Mark Unviewed Viewed by: machsoriadmin2 on

Search By Status*

All Pending
 Complete Rejects
 Viewed Unviewed

Sorting Options*

Entry Date TCN
 OCA Last Name
 SSN Complete Date

* indicates a required option

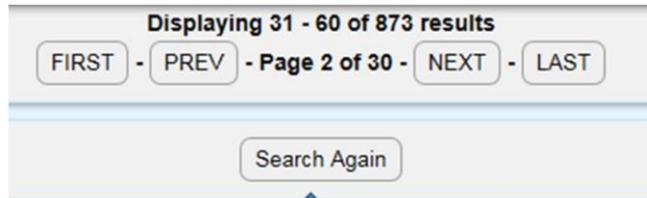
By clicking on Mark Unviewed, the result will be searchable from the Unviewed option of the “view results” tab. The Status column will be show the last person to view that result along with the date and time.

By clicking on Mark Viewed, the result will be searchable from the Viewed option of the “view results” tab. In the Status column will be a “Mark as Viewed” button. Once viewed, you may click this button to remove this result from the “unviewed search”.

The results will remain as searchable even after being “viewed”.

The Status column could be updated more than once, depending on the User.

- At the bottom of the Submission History Results, click on any of the icons to maneuver through the pages of criminal history.



- By clicking on "**Search Again**", the user will be directed back to begin a new search.

You are returned to the Submission History Search page.

Home View Results Rap Back Validations Account Information

Submission History Search

Search By Status* Sorting Options*

All Pending
 Complete Rejects
 Viewed Unviewed

Entry Date TCN
 OCA Last Name
 SSN Complete Date

* indicates a required option

Optional Search Filters

Using these optional search filters can help limit your search results.

TCN	OCA
<input type="text"/>	<input type="text"/>
SSN (XXX-XX-XXXX)	Last Name
<input type="text"/>	<input type="text"/>
Entry Start Date (MM/DD/YYYY)	Entry End Date (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>
Completed Start Date (MM/DD/YYYY)	Completed End Date (MM/DD/YYYY)
<input type="text"/>	<input type="text"/>

Search Reset

UserID: lueck10 ORI: MO920320Z OCA:

 Home  View Results  Rap Back  Validations  Account Information

Submission History Results

Search request: Status: all | Sort: entrydate

Date	TCN	OCA	Name	DOB	SSN	Response	Rap Back	Status
								Completed: 01/28/2015

- At any time, the user may click on any of the icons located in the menu bar. For example:
 - Selecting  will take the user to the Account Home page.
 - Selecting  will take the user to the User Profile page, and so forth.



Account Information

Profile Management

User Profile

Request List

Change Password

Manage Security

Questions

New Machs User

Registration

Applications

Missouri Automated

Criminal History

System (MACHS)

Admin Tools

Manage Users

Adding Users

- Only ORI Administrators and OCA Administrators can add users.
- Go to **Account Information**.
- Under Profile Management, select **“New Machs User Registration.”**

All ORI Administrators will be verified and approved by the Patrol. Once your agency has an approved ORI administrator, it will not be required to provide to the Patrol other access levels ORI Read only, OCA Administrators and OCA Read Only users.

Enter User information. All mandatory fields are marked with an asterisk*.

New MACHS User Profile Registration Request

An asterisk (*) denotes required fields.

* First Name:	Middle Initial:	* Last Name:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
* Date of Birth(yyyy-mm-dd):	* Last Four SSN:		
<input type="text"/>	<input type="text"/>		
Email:	Repeat Email:		
<input type="text"/>	<input type="text"/>		
* Phone:	Extension:	Rapback Notification:	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
* Agency ORI: MO920320Z	Agency Name: DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION	Agency Street Address: POST OFFICE BOX 480	Agency City: JEFFERSON CITY

Select Roles

Click To Add Role

Optional Comments:

Note: Clicking on Rapback Notification will tag the user for Rapback and validation. Currently, only DESE is authorized in statute for Rapback.

Example: This user is being added as an *ORI Read Only* user.

New MACHS User Profile Registration Request

An asterisk (*) denotes required fields.

* First Name: Lilly	Middle Initial: A	* Last Name: Tomlin
* Date of Birth(yyyy-mm-dd): 1993-01-02	* Last Four SSN: 5555	
Email: lilly@gmail.com	Repeat Email: lilly@gmail.com	
* Phone: 573-555-1212	Extension: 2225	Rapback Notification: <input checked="" type="checkbox"/>
* Agency ORI: MO920320Z	Agency Name: DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION	Agency Street Address: POST OFFICE BOX 480 Agency City: JEFFERSON CITY

Select Roles

[Click To Add Role](#)

Optional Comments:

Enter all mandatory fields and verify information is correct.

Click on ADD ROLE

Click on *MACHS ORI Read Only* and select *Add Selected Roles*

Please select the desired applications.
Click the column headers to sort the list.
List may be narrowed using the search field

Cancel
Add Selected Roles

Showing 1 to 3 of 3 entries

Application

Missouri Automated Criminal History System (MACHS)

MACHS ORI Read Only

MACHS OCA Admin

MACHS OCA Read Only

If you are an ORI Administrator, you will see all available roles.

If you are an OCA Administrator, you will only be allowed to choose the “MACHS OCA Read Only” option.

NOTE: In this example, the user (Lilly Tomlin) is being added by an ORI Administrator

After selection is made and role is added, the User Profile page will appear. Under *Select Roles*, the access level assigned will appear.

New MACHS User Profile Registration Request

An asterisk (*) denotes required fields.

* First Name: Lilly	Middle Initial: A	* Last Name: Tomlin
* Date of Birth(yyyy-mm-dd): 1993-01-02	* Last Four SSN: 5555	
Email: lilly@gmail.com	Repeat Email: lilly@gmail.com	
* Phone: 573-555-1212	Extension: 2225	Rapback Notification: <input checked="" type="checkbox"/>
* Agency ORI: MO920330Z	Agency Name: DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION	Agency Street Address: POST OFFICE BOX 480 Agency City: JEFFERSON CITY

Select Roles

Click To Update Role

- * MACHS ORI Read Only
 - Register

Optional Comments:

Back

Click on **Register** to send the user request to the Patrol.

Verify the information is correct before clicking on REGISTER

Registration Submitted

Your request will be processed as quickly as possible.
You will be contacted shortly by phone or email regarding the status of your request.

Portal Home

- After submission, the above response will appear.
- Click on **Portal Home**.
- From Portal Home, Click on **Request List** to view user request activity status.

Profile Management	Portal Home
User Profile	Welcome, Linda
Request List	Last login 01/30/2015 08:21:09 AM
Change Password	
Manage Security Questions	
New Machs User Registration	

Applications
Missouri Automated Criminal History System (MACHS)

Admin Tools
Manage Users

A User ID and Generic Password will be sent to email account listed for the User once verified and approved.

Request List

- Be sure to only submit once. Clicking twice may submit the user twice, as shown in the example below. (Lilly Tomlin)
- The User Name shows that the submission is a *New Profile* and that it is in *Patrol Verification*.
- The status will be updated to *Complete* when registration has been approved. At approval, the Email notification will be sent to the user with user ID and password instructions.

Last Name	First Name	ORI	Request Type	Status	Date Submitted
TOMLIN	LILLY	MO920320Z	New Profile	Patrol Verification	01/30/2015 12:11 PM
TOMLIN	LILLY	MO920320Z	New Profile	Patrol Verification	01/30/2015 12:11 PM
TEST	CJIS	MO920320Z	New Profile	Complete	01/02/2015 12:23 PM
TEST	TEST	MO920320Z	New Profile	Patrol Verification	01/02/2015 12:14 PM
VERCELLI	ADAM	MO920320Z	New Profile	Complete	12/30/2014 01:29 PM
RICHARDS	CHRISY	MO920320Z	New Profile	Complete	12/30/2014 10:47 AM
JONES	SALLY	MO920320Z	New Profile	Complete	12/29/2014 01:45 PM
RICHARDSON	KELLY	MO920320Z	New Profile	Complete	12/29/2014 12:56 PM
RICHARDSON	THOMAS	MO920320Z	New Profile	Complete	12/29/2014 12:51 PM
ABERLE	PAM	MO920320Z	New Profile	Complete	12/29/2014 09:19 AM

Showing 1 to 10 of 24 entries

Show 10 entries Previous Next Search:

[Back](#)

Only ORI/OCA administrators will be able to view the request list.
The list includes all users under the ORI/OCA.

Request Type:

New Profile- A new User has been entered

Updated- Any changes made after the initial User registration

Status:

Patrol Verification: ORI Administrator request forms are required to be verified by the Patrol. This is the only access level that will have this requirement.

Complete: The request has been completed and an email should have been sent to the requesting email address. (ORI Administrator or OCA Administrator)

Adding an OCA Administrator

- Only an ORI Admin can add an OCA Admin.
- Enter all required information.
- Click to Add Role

New MACHS User Profile Registration Request

An asterisk (*) denotes required fields.

* First Name: Jennifer	Middle Initial: A	* Last Name: Jones
* Date of Birth(yyyy-mm-dd): 1993-06-07	* Last Four SSN: 1122	
Email: Jen@abcschool.com	Repeat Email: Jen@abcschool.com	
* Phone: 417-555-1212	Extension: 111	Rapback Notification: <input checked="" type="checkbox"/>
* Agency ORI: MO920320Z	Agency Name: DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION	Agency Street Address: POST OFFICE BOX 480 Agency City: JEFFERSON CITY

Select Roles

Click To Add Role

Optional Comments:

Note: Clicking on Rapback Notification will tag the user for Rapback and validation. Currently, only DESE is authorized in statute for Rapback.

Adding OCA Admin (cont'd)

- Select the Role – Click on [MACHS OCA Admin](#)
- Once the section is made, click on [Add Selected Roles](#) to designate the OCA(s)

Please select the desired applications.
Click the column headers to sort the list.
List may be narrowed using the search field

[Cancel](#)
[Add Selected Roles](#)

Showing 1 to 3 of 3 entries
Application
Missouri Automated Criminal History System (MACHS)
<input type="checkbox"/> MACHS ORI Read Only
<input checked="" type="checkbox"/> MACHS OCA Admin
<input type="checkbox"/> MACHS OCA Read Only

After selecting “Add Selected Roles, you will be redirected back to the user profile page.

[Click to select OCAs](#)

* Phone:

Extension:

Rapback Notification:

* Agency ORI:
MO920320Z

Agency Name:
DEPARTMENT OF
ELEMENTARY AND
SECONDARY EDUCATION

Agency Street Address:
POST OFFICE BOX 480

Agency City:
JEFFERSON CITY

Select Roles

[Click To Update Role](#)



MACHS OCA Read Only

[Click To Select OCAs](#)

Optional Comments:

- Select the appropriate Registration number(s) by clicking on each one that is applicable.
- When selections are made, click [Add Selected OCAs](#)

Please select the desired OCAs.
Click the column headers to sort the list.
List may be narrowed using the search field

Cancel 
[Add Selected OCAs](#)

Showing 1 to 100 of 2,343 entries

Registration Number	OCA	ORI	OCA Name
<input type="checkbox"/> 0118	005127U	MO920320Z	SHELL KNOB 78 UNCERTIFIED
<input checked="" type="checkbox"/> 0123	005128B	MO920320Z	MONETT R I BUS DRIVERS
<input checked="" type="checkbox"/> 0120	005128C	MO920320Z	MONETT R I CERTIFIED
<input checked="" type="checkbox"/> 0121	005128S	MO920320Z	MONETT R I SUBSTITUTES
<input checked="" type="checkbox"/> 0122	005128U	MO920320Z	MONETT R I UNCERTIFIED
<input type="checkbox"/> 0127	006101B	MO920320Z	LIBERAL R II BUS DRIVERS
<input type="checkbox"/> 0124	006101C	MO920320Z	LIBERAL R II CERTIFIED
<input type="checkbox"/> 0125	006101S	MO920320Z	LIBERAL R II SUBSTITUTES
<input type="checkbox"/> 0126	006101U	MO920320Z	LIBERAL R II UNCERTIFIED
<input type="checkbox"/> 0131	006103B	MO920320Z	GOLDEN CITY R III BUS DRIVERS

Show entries

◀ Previous Next ▶ Search:

- The OCA selections will appear in the user profile.
- Click to Update Role
- Click to Register

New MACHS User Profile Registration Request

An asterisk (*) denotes required fields.

* First Name: Jennifer	Middle Initial: A	* Last Name: Jones
* Date of Birth(yyyy-mm-dd): 1993-06-07	* Last Four SSN: 1122	
Email: Jen@abcschool.com	Repeat Email: Jen@abcschool.com	
* Phone: 417-555-1212	Extension: 111	Rapback Notification: <input checked="" type="checkbox"/>
* Agency ORI: MO920320Z	Agency Name: DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION	Agency Street Address: POST OFFICE BOX 480 Agency City: JEFFERSON CITY

Select Roles

[Click To Update Role](#)

- **MACHS OCA Admin** 
- [Click To Select OCAs](#)
- 0120 005128C MONETT R I CERTIFIED
- 0121 005128S MONETT R I SUBSTITUTES
- 0122 005128U MONETT R I UNCERTIFIED
- 0123 005128B MONETT R I BUS DRIVERS

Optional Comments:

Registration Submitted

Your request will be processed as quickly as possible.
You will be contacted shortly by phone or email regarding the status of your request.



- Click on **Portal Home** to return to user log-in.
- Check status of submission by clicking on **“Request List”**

Profile Management

- User Profile
- Request List**
- Change Password
- Manage Security Questions
- New Machs User Registration

Applications

- Missouri Automated Criminal History System (MACHS)

Admin Tools

- Manage Users

Portal Home

Welcome, Linda
Last login 01/30/2015 08:21:09 AM

Profile Management		User Change Requests					
User Profile		Showing 1 to 10 of 25 entries					
Request List		Last Name	First Name	ORI	Request Type	Status	Date Submitted
		JONES	JENNIFER	MO920320Z	New Profile	Patrol Verification	01/30/2015 01:05 PM

Profile Management

- User Profile
- Request List
- Change Password
- Manage Security Questions
- New Machs User Registration

Applications

- Missouri Automated Criminal History System (MACHS)

Admin Tools

- Manage Users

Under **Applications**, click on **MACHS** to return to **Account Home**



Account Home for ORI: MO920320Z



View Results of Submissions



Rap Back Notifications



MACHS Validations



Account Information

Admin Tools – Manage Users

Profile Management

- User Profile
- Request List
- Change Password
- Manage Security
- Questions
- New Machs User
- Registration

Applications

- Missouri Automated Criminal History System (MACHS)
- Admin Tools**
- Manage Users

User List

Showing 1 to 10 of 27 entries

User Name	ORI	First Name	Middle Initial	Last Name
BROWNJ20	MO920320Z	JOSEPH	E	BROWN
LEHNSE10	MO920320Z	ERIC	X	LEHNSHERR
MACHSORIADMIN2	MO920320Z	ORI	X	ADMIN2
MACHSORIREADONLY2	MO920320Z	ORI	X	READONLY2
aberip21	MO920320Z	PAM	A	ABERLE
allenb21	MO920320Z	DEBBIE	K	ALLEN
banneb10	MO920320Z	BRUCE	V	BANNER
craigt10	MO920320Z	TAMMY		CRAIG
jones21	MO920320Z	SALLY	A	JONES
leea20	MO920320Z	AMY	K	LEE

Showing 1 to 10 of 27 entries

Show entries Search:

Previous Next

The ORI Administrator and OCA Administrator can view a list of their users by clicking on “Manage Users”. This is also where user deletions and changes will be made.

Updating and Deleting Users

The screenshot displays a user portal interface. On the left, there are two main menu sections. The first is 'Profile Management', which includes links for 'User Profile', 'Request List', 'Change Password', 'Manage Security', and 'Questions'. The second is 'Admin Tools', which includes 'MACHS User Registration' and 'Manage Users'. The 'Manage Users' link is circled in red. On the right, the 'Portal Home' section displays a welcome message: 'Welcome, Linda' and 'Last login 04/06/2015 04:45:44 PM'.

Updating or Deleting a User-

Updates and Deletes can only be done by ORI/OCA Administrators.
Click on Manage Users to view a list of your Users.

Updating and Deleting Users

The screenshot displays a web application interface for user management. On the left is a navigation menu with two main sections: 'Profile Management' and 'Admin Tools'. The 'Profile Management' section includes links for 'User Profile', 'Request List', 'Change Password', 'Manage Security', and 'Questions'. The 'Admin Tools' section includes links for 'MACHS User Registration' and 'Manage Users'. The main content area is titled 'User List' and shows a table of users. The table has columns for 'User Name', 'ORI', 'First Name', 'Middle Initial', and 'Last Name'. Two rows are visible: one for 'LUECKL2' (ORI: MOMHP0040, First Name: LINDA, Middle Initial: S, Last Name: LUECKENHOFF) and another for 'LUECKL3' (ORI: MOMHP0040, First Name: TIM, Middle Initial: L, Last Name: LUECKENHOFF). The first row is highlighted with a red oval. Below the table, there is a search section with a 'Search:' label and a text input field containing 'lueckenhoff', which is also circled in red. There are also 'Show 10 entries' and 'Previous Next' controls. A 'Back' button is located at the bottom left of the main content area.

User Name	ORI	First Name	Middle Initial	Last Name
LUECKL2	MOMHP0040	LINDA	S	LUECKENHOFF
LUECKL3	MOMHP0040	TIM	L	LUECKENHOFF

You may specify in the “Search” field the User you are looking for. Click on the User you wish to update or delete.

Updating and Deleting Users

Profile Management

- User Profile
- Request List
- Change Password
- Manage Security Questions

Admin Tools

- MACHS User Registration
- Manage Users

User Profile

User Details 

User Information

Role: N/A

User Name:

Name:

Date of Birth:

Last Four of SSN:

Phone: 573-526-6153 x2630

Email:

Agency Information

ORI:

Agency Name:

Address: PO BOX 9500 JEFFERSON CITY

City: JEFFERSON CITY

User Applications

Application Name	Application Group
------------------	-------------------

[Back](#)

Under “User Details” is an icon of a Pencil. Click on this Icon to bring you to the Edit Page.

Deleting Users

Update Profile Request

Original values are shown in red.

Delete Profile ←

* First Name: [REDACTED] Middle Initial: [REDACTED] * Last Name: [REDACTED]

* Date of Birth(yyyy-mm-dd): [REDACTED] * Last Four SSN: [REDACTED]

Email: [REDACTED] Repeat Email: [REDACTED]

* Phone: [REDACTED] Extension: [REDACTED] Rapback Notification:

* Agency ORI: MO920300Z Agency Name: MISSOURI LOTTERY SECURITY DIVISION Agency Street Address: POST OFFICE BOX 1603 Agency City: JEFFERSON CITY

Current Access

- * Missouri Automated Criminal History System (MACHS)
 - * MACHS ORI Read Only

Requested Changes

Click To Add Role

The **Delete Profile** button will delete the user completely. A new User Access form will be required if adding the user again in the future.

Updating Users

Update Profile Request

Original values are shown in red.

* First Name: [REDACTED]

Middle Initial:

* Last Name: [REDACTED] ←

* Date of Birth(yyyy-mm-dd): [REDACTED]

* Last Four SSN: [REDACTED]

Email: [REDACTED]

Repeat Email: [REDACTED] ←

* Phone: [REDACTED]

Extension:

Rapback Notification:

* Agency ORI: MO920300Z Agency Name: MISSOURI LOTTERY SECURITY DIVISION Agency Street Address: POST OFFICE BOX 1603 Agency City: JEFFERSON CITY

Current Access

- * Missouri Automated Criminal History System (MACHS)
 - * MACHS ORI Read Only

Requested Changes

Click To Add Role

Updating: ORI/OCA Administrators can update the User from this screen as well.

Changing User Access

Update Profile Request

Original values are shown in red.

* First Name: [redacted] Middle Initial: [redacted] * Last Name: [redacted]

* Date of Birth(yyyy-mm-dd): [redacted] * Last Four SSN: [redacted]

Email: [redacted] Repeat Email: [redacted]

* Phone: [redacted] Extension: [redacted] Rapback Notification:

* Agency ORI: MO920300Z Agency Name: MISSOURI LOTTERY SECURITY DIVISION Agency Street Address: POST OFFICE BOX 1603 Agency City: JEFFERSON CITY

Current Access

- * Missouri Automated Criminal History System (MACHS)
- * MACHS ORI Read Only

Requested Changes

[Click To Add Role](#)

Changing the User's Access: ORI/OCA Administrators can change the current access of their user's by clicking on "CLICK TO ADD ROLE"

Changing User Access

Please select the desired applications.
Click the column headers to sort the list.
List may be narrowed using the search field

Cancel
Add Selected Roles

Showing 1 to 4 of 4 entries

Application
Missouri Automated Criminal History System (MACHS)
<input type="checkbox"/> MACHS ORI Admin
<input type="checkbox"/> MACHS ORI Read Only
<input type="checkbox"/> MACHS OCA Admin
<input type="checkbox"/> MACHS OCA Read Only

Show 10 entries ◀ Previous Next ▶ Search:

Click on the access type to remove the checkmark. Then click on the type of access you want to change the User to. Click "Add Selected Roles".

The Administrator will receive an email when the User Access level has been updated and approved.

RAPBACK

- For Rap Back Notifications, click on “Rap Back Notifications” icon.

UserID: Lueck110 ORI: MO920320Z OCA:

Account Home for ORI: MO920320Z

 View Results of Submissions

 Rap Back Notifications

 MACHS Validations

 Account Information

Rap Back Queue

TCN	OCA	Name	DOB	SSN	Updated Response	Updated	Disable Rap Back
-----	-----	------	-----	-----	------------------	---------	------------------

If your agency has access to **RapBack Notifications**, you will work out of this queue as well as the **View Results** queue.

RAPBACK

UserID: mshptest

ORI: MOMHP0000

OCA:



Home



View Results



Rap Back



Validations



Account Information

Rap Back Queue

TCN	OCA	Name	DOB	SSN	Updated Response	Updated	Disable Rap Back
A7017515	TEST	SMO, JOE	01/01/1980	514-80-7159	Click to Request	04/16/2015	Unsubscribe

Click on **“Click to Request”** to request the updated information



If you no longer have a need to view this applicant’s information you would click on **“Unsubscribe”** to remove it from your RapBack Notifications.

Once you click on Unsubscribe, you will no longer receive notifications for this individual. This will also remove the person from the “Validations” queue.

RAPBACK

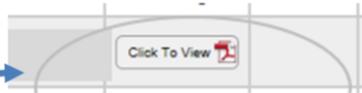
UserID: mshptest ORI: MOMHP0000 OCA:

[Home](#) [View Results](#) [Rap Back](#) [Validations](#) [Account Information](#)

Rap Back Queue

TCN	OCA	Name	DOB	SSN	Updated Response	Updated	Disable Rap Back
A7017515	TEST	SMO, JOE	01/01/1980	514-80-7159	Pending	04/16/2015	Unsubscribe

The "Updated Response" field will be replaced with "Pending". Once the request is approved by MSHP, this field will then be updated to "Click to View"



REMEMBER: The Rapback updated response is for fingerprint based "Arrest" only. The prosecutor action and/or court action will not be included, even when the final disposition is available. A new fingerprint background check would need to be requested if the result of the final disposition is needed.

The agency or applicant will be responsible for obtaining further disposition information based on the arrest.

Validations

UserID: Lueckf10 ORI: MO920320Z OCA:

Account Home for ORI: MO920320Z



View Results of Submissions



Rap Back Notifications



MACHS Validations



Account Information

- Each agency must work the validations queue to ensure the applicant is still associated with the agency. Click the icon for “MACHS Validations”.

The **MACHS Validations** queue will allow the agency to remove any individuals no longer employed by them.

When viewing the results of an applicant, an Unsubscribe button is available within that screen as well. This allows the Administrator to unsubscribe individually as they become aware of an employee’s status. However, the validations queue will allow the agency to complete multiple validations at one time.

MACHS Validations

Pursuant to CJIS Security Policy every three (3) years MACHS agencies must validate that all applicants enrolled in the State programs are still employed or of interest. Failure to validate this information by the applicant's expiration date will remove the applicant from the Notifications program.

Upload Validations via File

Download Validations in a File

The **Upload Validations via File** allows the agency to upload all of the applicant names to a file. The file may then be cross-referenced with the agency's employee listing. The agency may then remove all individuals that are no longer employed, volunteering or licensed.

Download Validations in a File – once the agency has validated all names on the validations list, the file may then be downloaded back to the MACHS site.

Log Out – Two Ways

- From User Profile or any of the Profile Management options, click on icon in upper right-hand corner.
- On Account Home, the log out is on the menu bar.



Log Out



Missouri State Highway Patrol

MSHP Search | MSHP Home | Portal Home | Logout

Colonel Ron Replogle, Superintendent

Enter Keywords or Ph... Search

Administration | Careers | Law Enforcement | Missing Persons | Programs | Services

Profile Management

User Profile
Request List
Change Password
Manage Security
Questions
New Machs User
Registration

Applications

Missouri Automated
Criminal History
System (MACHS)

Admin Tools

Manage Users

Logout

Are you sure that you want to logout?

Please note: Clicking the "Logout" button above will complete the log out process. If you reached this page in error, click the "No" button on your web browser to return to the screen that you were previously working on.

When logging out from the Portal Home, the user will be prompted to click the **Yes** or **No** to complete the log out process.

- After log out, the user will return to the Log-in screen.



Please enter your username and password to access the application portal.

User Name:

Password:

Sign In

[Forgot Username or Password?](#)

Public Access to Fingerprint Status

Missouri State Highway Patrol
Missouri Automated Criminal History System (MACHS)

Home About Contact Name Search Portal FAQ Links

Fingerprint Portal - Registration
Modify/Cancel Existing Registration
Check Fingerprint Status
Fingerprint Location Map

Fingerprint Portal - Administration
Log-in to the Fingerprint Search Portal
About MOVECHS

Name Search Portal
Log-in to the Name Search Portal

Welcome to the Missouri Automated Criminal History Site (MACHS)

As the custodian of criminal history information for the state of Missouri, it is the responsibility of the Missouri State Highway Patrol's Criminal Justice Information Services Division to provide public access to criminal history information.

The MACHS site may be used to conduct online name based criminal history searches or to register for fingerprinting through the automated site which includes a subsequent fingerprint submission by means of the State of Missouri's Fingerprinting Services Vendor, currently 3M/Cogent.

Click here to Register with the Fingerprint Portal

Click here to Register with the Name Search Portal

Click on "Check Fingerprint Status"

The Public Access to the Fingerprint Status tool will allow agencies to keep track of where the applicant is in the MACHS registration process.

Enter Last Name and Transaction Control Number (TCN)
and click on

Fingerprint Status

Applicants who have been fingerprinted may use this screen to check the status of their record request.
Only status information will be provided, no criminal history information will be made available.

* indicates a required option

Last Name: * TCN: *

Don't know your TCN? [Click HERE](#)

Status Results

- There are 4 possible results.

Status Results

Results for: MO920320Z
CERTIFICATIONS UNCLASSIFIED CERTIFIED
Completed: 12/29/2014 15:33:53

Status Key

Registration: The MSHP has not received a status update from Cogent. Status results should become available 24 hours after the appointment is made.

Received - In Progress: The MSHP has received your fingerprint submission as of the date and time listed.

Fingerprints Submitted: Cogent has submitted your fingerprints to the MSHP for processing as of the date and time shown.

Complete: The MSHP has completed your fingerprint submission and results have been forwarded to the appropriate entities.

Registration: The individual has registered with the MACHS registration system.

Fingerprints Submitted: The individual's fingerprints have been submitted by Cogent.

Received- In Progress: The fingerprints are being reviewed by our AFIS system and/or Quality Control.

Complete: The MSHP has completed the process and the results have been forwarded to the appropriate agency.

Fingerprint Status by Name and DOB

- If you don't know your TCN, you can search by name and DOB – select “[Click Here](#)”.

The screenshot shows a web interface for finding registration information. On the left, there is a form with two input fields: "Last Name: *" and "TCN: *". Below these fields is a "Check Status" button. A blue arrow points from the "Click Here" link in the text above to the "Check Status" button. Below the "Check Status" button is a link: "Don't know your TCN? [Click HERE](#)".

On the right, there is a section titled "Registration Information". It contains two search options:

- Find Registration By TCN and Name**: This section has input fields for "MACHS TCN:" and "Last Name:". Below these fields are "Find" and "Cancel" buttons.
- Find Registration By Name and DOB**: This section has input fields for "Last Name:", "First Name:", and "DOB:" (with the format "(MMDDYYYY)" below it). Below these fields are "Find" and "Cancel" buttons. This entire section is circled in red.

The CLICK HERE link will take you to Cogent's website to search for an applicant's registration information and to retrieve the TCN number.

You will need the applicant's First Name, Last Name and Date of Birth to get the TCN.

Once you have your TCN, return to the Fingerprint Status page and enter the information.

For questions,
please contact the
CJIS Division

(573) 526-6153