

## FBI/Highway Patrol Background Check Procedures

### Registration Process and Procedures - Missouri Residents

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

<b>If You are Already Employed by a Missouri School District or If You Know Which District Will Be Employing You</b>	
<b>Your Occupation</b>	<b>Use this Registration Code</b>
Administrator, Principal, Teacher, Substitute Teacher, Paraprofessional	0661
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 (based on district policy). Please note that shared fingerprint results must be less than one year old to be accepted as valid.

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

*\*The information generated by these codes cannot be accessed by school districts. An additional background check may be required for employment purposes.*

## **Registration Process and Procedures - 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](http://www.machs.mo.gov)) to initiate their fingerprint-based background checks. After pre-registration, these applicants must mail completed fingerprint cards to Gemalto Cogent for criminal background check processing. These cards can be obtained from local law enforcement agencies or by contacting the Missouri State Highway Patrol. Please write the Transaction Control Number (TCN) that is provided during the pre-registration process on the back of your completed fingerprint card to ensure your results are routed to the appropriate receiver. Please mail the completed fingerprint cards to:

Gemalto Cogent  
Missouri CardScan  
639 N. Rosemead Blvd.  
Pasadena, California 91107

If you have any questions about the registration process or fingerprinting procedures outside of Missouri, please contact Gemalto Cogent at 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 Gemalto Cogent at 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 Gemalto Cogent fingerprint locations are listed at the MACHS website's "Fingerprint Location Map" link ([www.machs.mo.gov](http://www.machs.mo.gov)).

## **Processing Fees**

The processing fee for both Missouri and Non-Missouri residents is \$40.30. Missouri residents can complete payments either online during the pre-registration process or on site during the fingerprinting process. Non-Missouri residents can complete payments either online during the pre-registration process or by including a check or money order with their submitted fingerprint cards. For additional information about fees, please visit [www.machs.mo.gov](http://www.machs.mo.gov).

## **Fingerprint/Background Check Results**

Fingerprint/Background check information for educators and substitute teachers will be recorded on their profile page at the Missouri Department of Elementary and Secondary Education (DESE), [Educator Certification System](#) website. The reported results will be made available to the designated school district, based upon 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 provided during the pre-registration process.

## **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 Gemalto 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](mailto:machs@mshp.dps.mo.gov).