

FBI/Highway Patrol Background Check Procedures

Four-Digit Registration Code

A four-digit registration code is required to pre-register. The four-digit registration code ensures that the results of the background check are returned to the correct agency. Registration must be completed for BOTH an FBI and Highway Patrol check. Total cost for fingerprinting is \$43.05. Acceptable fingerprints must be completed using the Department of Elementary and Secondary registration codes.

All certified and non-certified staff will need to contact the employing Missouri Public School District for the correct four-digit registration code prior to pre-registering for fingerprinting. If employed by more than one school district, choose only one district's registration code. A Missouri public school district may only share a fingerprint result with another Missouri public school district. Shared fingerprints must be less than one year old.

Educators who are not employed with a Missouri public school district should use registration code **2300**.

Substitute Teachers who are not employed with a public district should use registration code **2301**.

District Name/Registration Code

Provided by employing Missouri school district

Richmond R-XVI School District / #1729 Substitutes

Registration Process - Missouri Residents

All individuals must pre-register online for fingerprinting through the State Highway Patrol's Missouri Automated Criminal History Site (MACHS). The registration site is located at www.machs.mo.gov. Individuals without access to the Internet may contact the fingerprint processing company, 3M/Cogent, directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct this registration on their behalf. A four-digit registration code is required in order to complete the online registration process. A "fingerprint location map" of all fingerprint locations in the state is available on the MACHS website.

Registration Process - Non-Missouri Residents

Residents from outside the state of Missouri must also pre-register (see above). Those who are unable to schedule an appointment for fingerprinting in Missouri may mail fingerprint cards directly to 3M/COGENT. The mandatory information that must be included on the FBI fingerprint cards is located on page 2 of this document. Questions about this process may be directed to 3M/Cogent at 1-877-862-2425 or to the Missouri State Highway Patrol at 573-526-6312.

Fingerprinting Fee

The fee for the fingerprinting process for both Missouri residents and Non-Missouri residents is \$43.05. The payment may be made online at the time of registration or at the fingerprinting appointment.

Fingerprint Results

Fingerprint results for educators and substitute teachers will be recorded automatically on individual profile pages in the online Educator Certification System. Results for non-certified staff members and bus drivers will be forwarded to the appropriate school district based upon the registration code provided. Results of fingerprints are generally reported to the office of Educator Certification within 2-3 weeks from the date of appointment.