

# Fingerprint Instructions

Log onto: <https://www.machs.mshp.dps.mo.gov/>

Missouri State Highway Patrol

Missouri Automated Criminal History System (MACHS)

Home About Contact Name Search Portal FAQ Links

**Fingerprint Portal - Registration**

- Check Fingerprint Status
- Search for a Fingerprint Location Near You

**Fingerprint Portal - Administration**

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

**Name Search Portal**

- Log-in to the Name Search Portal

**— NOTICE —**

As of January 1, 2019, the fees charged for FBI Criminal History Record Information for background checks will increase. The FBI fingerprint-based submission fee, currently \$12.00, will increase to \$13.25. The FBI fingerprint-based Volunteer submission fee, currently \$10.75, will increase to \$11.25. Additionally, as of January 1, 2019, the fees charged for State name-based background checks will increase. The name-based submission fee, currently \$13.00, will increase to \$14.00. Fingerprints received by mail after January 4, 2019, with old-rate fees will be rejected and returned for resubmission with fees at the new rate.

**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 IDEMIA.

[Click here to Register with the Fingerprint Portal](#)

[Click here to Register with the Name Search Portal](#)

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Click on the blue box

Missouri State Highway Patrol

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**MACHS Fingerprint Search Portal**

- To register with MACHS to be fingerprinted for a State and/or FBI Criminal Background Check your employer or licensing agency must have provided you with a registration number to enter when registering.
- If you do not have a registration number, please contact your employer or licensing agency to receive one.
- If the purpose of the criminal history search is not for an employer or licensing agency but is instead for yourself for personal review purposes, please contact our office at (573) 526-6312 for further instructions.

[Click here to Register with MACHS](#)

[Click Here to Register with MACHS](#)

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Click on the blue box

# Fingerprint Instructions

The screenshot shows the top of a web browser window with the URL [www.machs.mshp.dps.mo.gov/MACHSFP/form.html](http://www.machs.mshp.dps.mo.gov/MACHSFP/form.html). The page header includes the Missouri State Highway Patrol logo and the name of Colonel Sandra K. Karsten, Superintendent. Below the header is a navigation bar with links: Home, About, Contact, Name Search Portal, FAQ, and Links. The main content area is titled "Missouri Automated Criminal History System (MACHS)".

This screenshot shows a specific section of the form. It contains the instruction: "Please enter the 4 digit Registration Number provided by your Employer or Licensing Agency into the field below and click 'Enter'." Below this text is a text input field labeled "4 digit Registration Number". To the right of the input field are "Enter" and "Reset" buttons. A red circle highlights the input field, and a red arrow points from the text "Enter the Registration Code" towards it.

**Page 3**  
**Enter the**  
**Registration**  
**Code**

**Here are the codes:**  
**1840 for Certified Teaching Staff**  
**1841 for Substitute Teachers**  
**1842 for All Other Staff**  
**1843 for Bus Drivers**

This screenshot shows the "Contact Information" and "Personal Information" sections of the form. The "Contact Information" section includes fields for First Name, Middle Name, Last Name, Suffix, Alias First Name, Alias Middle Name, Alias Last Name, Alias Suffix, Mailing Address, Apt. Number, City, State (a dropdown menu currently showing "Missouri"), Zip Code, Home Phone, Mobile Phone, and E-mail Address. The "Personal Information" section includes fields for Date of Birth, Gender, Height, Weight, Hair, Eye, Race, and Place of Birth. A red arrow points from the text "Fill in your personal information" towards the "Contact Information" section. Another red arrow points from the text "Make sure to enter your email address. An email will be sent to you to choose a location and schedule an appointment." towards the "E-mail Address" field.

**Page 4**  
**Fill in**  
**your**  
**personal**  
**information**

**Make sure to enter**  
**your email address.**  
**An email will be sent**  
**to you to choose a**  
**location and schedule**  
**an appointment.**

# Fingerprint Instructions

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Fill in  
your  
personal  
information  
and Click  
Register

City \* ? State \* Missouri Zip Code \* ?

Home Phone \* ? ( ) - Mobile Phone \* ? ( ) - E-mail Address

**Personal Information**

Date of Birth \* Gender \* Height \* Weight \* ? Hair \* Eye \*

Race \* Place of Birth \*

Country of Citizenship \* SSN \*\* ? \*\* If Country of Citizenship is US then an SSN is required

**Employer/Requestor Information**

Business/Agency Name \* KIRKWOOD R VII CERTIFIED

Mailing Address \* 11289 MANCHESTER RD Suite Number

City \* KIRKWOOD State \* MO Zip Code \* 631221122

Register Reset

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Make sure  
there is a TCN  
Code here,  
and confirm  
your information  
is correct

**Missouri Fingerprint Background Check Summary**

**Your Registration is not Complete**

Please read further in order to complete the registration process.

Once you have verified your personal registration data and you are positive the information is accurate, select "Complete Registration". You will be forwarded to the Missouri Fingerprint Services vendor for payment.

If any information is incorrect, click "Cancel".

NOTE: Once you have submitted your MACHS registration, the information cannot be corrected and you will be required to repeat the process and pay all applicable processing fees.

**Your Transaction Control Number (TCN) is:**

This number will serve as your unique tracking number throughout the Missouri Fingerprint process. Please keep a copy of this number for your records.

**Contact Information**

Name: Address: Phone:

**Personal Information**

DOB: Gender: Height: Weight: Hair Color: Eye Color: Race: Place of Birth: Citizenship: SSN:

**Requesting Entity Information / Type of Search**

ORI: MO921159Z Name: KIRKWOOD R VII

# Fingerprint Instructions

## Page 5

After you verify your information, Click “Complete Registration”

**Your Transaction Control Number (TCN) is:**

This number will serve as your unique tracking number throughout the Missouri Fingerprint process. Please keep a copy of this number for your records.

Contact Information			
Name:			
Address:			
Phone:			

Personal Information			
DOB:		Gender:	
Height:		Weight:	
Hair Color:		Eye Color:	
Race:		Place of Birth:	
Citizenship:		SSN:	

Requesting Entity Information / Type of Search			
ORI:	MO921159Z	Name:	KIRKWOOD R VII
OCA:	096092C	Name:	KIRKWOOD R VII CERTIFIED

Employer / Requestor Information	
Agency:	KIRKWOOD R VII CERTIFIED
Address:	11289 MANCHESTER RD KIRKWOOD, MO 631221122

**Complete Registration** **Cancel** **Edit**

## Page 6

Read through the Privacy Notice, and Click on “Complete Registration”

**Missouri Applicant Fingerprint Privacy Notice**

**Complete Registration** **Cancel**

Missouri Applicant Fingerprint Privacy Notice includes three (3) sections.

- [1. The State and National Rap Back Privacy Notice](#)
- [2. The Noncriminal Justice Applicant Privacy Rights](#)
- [3. The Privacy Act Statement](#)

**State and Federal Rap Back Privacy Notice**

Applicants submitting their fingerprint images to the Central Repository for a fingerprint based criminal record check are advised that their fingerprint images will be retained in state and federal biometrics databases, pursuant to Section 43.540 RSMo. If the submitting agency participates in the State or State and National Rap Back Programs, fingerprint images will be submitted, searched and retained for the purpose of being searched against future submissions to the State and National Rap Back programs; fingerprint searches will also include latent print searches.

The "Missouri Rap Back Program" and "National Rap Back Program" shall include any type of automatic notification made by the State Missouri and/or the Federal Bureau of Investigation through the Missouri State Highway Patrol to a qualified entity indicating that an applicant who is employed, licensed, or otherwise under the purview of the qualified entity has been arrested for a reported criminal offense and the fingerprints for that arrest were forwarded to the Central Repository or the Federal Bureau of Investigation by the arresting agency.

By clicking the "Complete Registration" button of the Missouri Applicant Fingerprint Privacy Notice you are acknowledging the receipt of and agreeing to the terms of the State and National Rap Back Privacy Notice, the Noncriminal Justice Applicant Privacy Rights, and the Privacy Act Statement.

**NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.<sup>2</sup>
- If you have a criminal history record, the officials making a determination of your suitability for the employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a chance, correction, or update of your criminal history record



# Fingerprint Instructions

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**Confirm  
your Name  
and Click “Correct”**

The screenshot shows a web browser window with the URL `mo.idtfingerprint.com/?RESTART&varTCN=MP024402&dateOfBirth=4/15/1982&varName=`. The page header includes the IdentoGO logo and a navigation bar with links: Aesop Login, DESE, DESE Home Page, KSD, Employee Access Center, My Learning Plan, Applitrack, Finance Plus, I forgot-Password Recovery, ICloud, and SafeSchools. Below the header, a blue bar contains the text "Missouri" on the left and "Welcome MACHS User" on the right. The main content area features a confirmation box with the text "Please confirm the person being fingerprinted below:" followed by fields for "Name:", "Agency:", and "TCN:". Below these fields are two buttons: "Incorrect" and "Correct". A red oval highlights the "Correct" button, and a red arrow points to it from the left. At the bottom of the page, a dark gray footer contains the text "If you have any questions with the website, please call (844) 543-9712." and "2017 © IDENTOGO®, ALL RIGHTS RESERVED."

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**Click Here  
To register  
for Digital  
Fingerprints**

The screenshot shows a web browser window with the URL `mo.idtfingerprint.com`. The page header includes the IdentoGO logo and a navigation bar with links: Aesop Login, DESE, DESE Home Page, KSD, Employee Access Center, My Learning Plan, Applitrack, Finance Plus, I forgot-Password Recovery, ICloud, and SafeSchools. Below the header, a blue bar contains the text "Missouri". The main content area is titled "Fingerprinting & Enrollment Services" and includes the subtitle "For Licensing, Certification or Employment requirements in Missouri". There are two columns of text. The left column is titled "For Digital Fingerprinting Services (Live Scan)" and contains the text "To register for digital fingerprinting services at an IdentoGO enrollment center, click the button below." Below this text is a green button labeled "Register for Digital Fingerprinting Services". The right column is titled "To Mail In Your Fingerprint Card" and contains the text "To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdentoGO after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option." Below this text is a green button labeled "Register for Fingerprint Card Processing Service". A red oval highlights the "Register for Digital Fingerprinting Services" button, and a red arrow points to it from the left. At the bottom of the page, a dark gray footer contains the text "If you have any questions with the website, please call (844) 543-9712." and three circular icons: a red circle with a white ID card, a blue circle with a white airplane, and a red circle with a white fingerprint.

# Fingerprint Instructions

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Print this page and Click on 'Find a Location'

Missouri

Save PDF Print

Registration Completed

REGISTRATION DETAILS

name	ueid
agency id	tcn
Kirkwood R VII Certified	

PAYMENT DETAILS

Your total is \$40.50. Remember to bring a check, money order, credit card, or coupon code when you are fingerprinted. You will not be fingerprinted without payment.

REMINDERS

- Your photograph will be taken during the fingerprinting process. Please dress appropriately.
- The results of your fingerprint background check will be sent directly to your employer or requesting agency. Your background check results will not be available through Identogo.
- The state of Missouri requires you to present one form of photo identification at your registration. Identification presented must be valid and not expired. Click [here](#) for acceptable forms of photo identification.

Find a Location

If you have any questions with the website, please call (844) 543-9712.

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Enter your Zip Code and find the best location for you

Identogo

Missouri

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location

Search for an Enrollment Center by Postal Code, City and State, or Airport Code.

63122 Use My Location Search

Number of Results: 5

Location	Address	Distance
> Saint Louis, MO	660 Maryville Centre Dr	6.04 mi
> Saint Louis, MO	1 N Grand Blvd	10.43 mi
> Saint Louis, MO	405 Washington Ave	12.67 mi
> Saint Charles, MO	1564 Country Club Plaza Dr	14.05 mi
> Imperial, MO	1238 Main St	14.95 mi

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