

## FINGERPRINTING INSTRUCTIONS For COLUMBIA PUBLIC SCHOOLS

1. Register for your FBI fingerprint clearance at [www.machs.mo.gov](http://www.machs.mo.gov) (Click on “Click here to Register with the Fingerprint Portal”).
2. Click on “Click here to Register with MACHS”.
3. Please enter CPS 4-digit Registration Number: **0213**
4. Requesting Entity should show ORI Name: *Columbia 93* also in Section: REQUESTING ENTITY/TYPE OF SEARCH - question “Is this search being conducted for a position as a volunteer?” the answer is “NO”
5. Enter your Contact information. You will need to use the exact name on your identification. You cannot use nicknames in the required field. Then click on “Register”
6. Look over your Registration Summary, then click on “Complete Registration”
7. Read the Noncriminal Justice Rights and then click on “Complete Registration”
8. Confirm the person being fingerprint by clicking on “Correct”
9. Click on “For Digital Fingerprinting Services (Live Scan)”
10. Enter your zip code to determine the fingerprinting location.
11. Either click on “Schedule” appointment or click on “Walk-In” (top of page)
12. It should send you to “Registration Completed” (Make sure the Agency is Columbia 93)
13. Print or take with you the receipt that has your UEID # and TCN #. Also take with you a valid picture ID.
14. You will pay for the fingerprint fee at your appointment.

\*\* Please note that fingerprinting must be done in the state of Missouri