



Macon County R-1 School District

902 North Missouri

• Macon, MO 63552

• 660.395.6164

FINGERPRINTING/BACKGROUND CHECK

Registration Process and Procedure

~~ DO NOT DELAY ~~

Upon receipt of an offer of employment with Macon R-1 School District, candidates must successfully complete an FBI/Highway Patrol Background check before board approval. Employment with MSD is contingent on the results of the fingerprint/background report.

Pre-Registration is Required through the Missouri Automated Criminal History Site (MACHS) for a fingerprint-based background check at www.machs.mo.gov or by calling 844.543.9712. 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 IdentoGo office locations for fingerprinting (please see below).

A four-digit registration code is required for registration. Please determine the appropriate code when registering to ensure that the correct results are returned in a timely manner.

Certified Employment – Code: 1276
(Administrator, Principal, Counselor, Teacher)

Substitute – Code: 1277
(DESE Issued Substitute Teacher Certificate)

Non-Certified Employment – Code: 1278
(Secretary, Nurse, Custodian, Food Service, Paraprofessional, Volunteer)

Bus Service Employment – Code: 1279
(School Bus Driver)

The fee for this process is \$41.75. Candidates will receive a pre-paid code to give as payment for this process. **You will need to keep your receipt and turn into Selinda Pavlica, Human Resources, for audit verifications.**

Fingerprints can be completed locally, by appointment only, at the *Macon County Health Department* located at 503 N. Missouri Street, Macon, MO 63552.

Hours are Monday – Thursday from 9:00 a.m. – 5:00 p.m.

You must bring a valid photo ID to the site.