



THE SCHOOL DISTRICT OF  
UNIVERSITY CITY  
Transform the Life of Every Student Every Day!

## **FBI/HIGHWAY PATROL BACKGROUND CHECK PROCEDURES**

Registration Process - Missouri Residents All applicants must pre-register for a fingerprint-based background check at the Missouri Automated Criminal History Site (MACHS) [www.machs.mo.gov](http://www.machs.mo.gov). The background check is performed by both the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). After pre-registration, all applicants must visit one of the IDENTIGO 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 School District of University City. Please use the following codes when requesting your fingerprints for employment:

***Registration Number:***

Certified—1900  
Substitute Teachers—1901  
Non-Certified—1902  
Volunteer—8773

**Registration Process - 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, applicants who are unable to visit a Missouri-based 3M/Cogent fingerprinting site may complete and mail fingerprint cards directly to 3M/Cogent (see page 3). If you have any questions about the registration or fingerprinting procedures outside of Missouri, please contact IDENTIGO at 844-543-9712 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 IDENTIGO at 844-543-9712 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

IDENTIGO 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 estimated to be, just under \$50.00. The payment can be completed online during the pre-registration process or on-site during the fingerprinting process.

### **Fingerprint/Background Check Results**

Fingerprint/Background check results for educators and substitute teachers will be recorded on their profile pages at the Missouri Department of Elementary and Secondary Education (DESE), Educator Certification System website. The results will also be available to the designated school district, based on 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 provide during the pre-registration process.