



VOLUNTEERS

Fingerprint Background Check

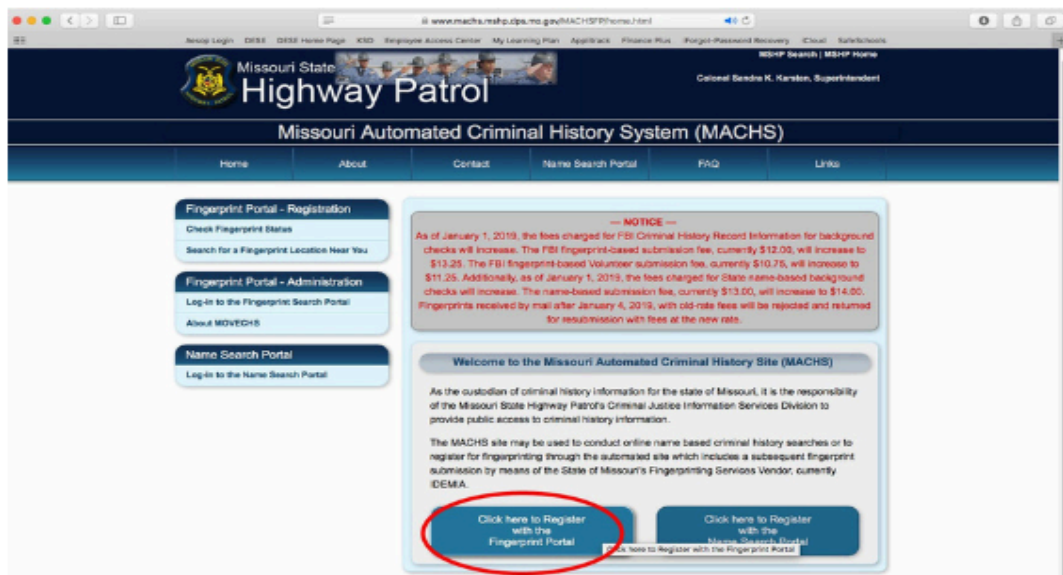
All KSD volunteers will be required to complete a fingerprint background check through MACHS (MO State Highway Patrol). The MACHS fingerprint background check is a separate background check, providing different information from the Family Care Safety Registry FCSR.

IMPORTANT THINGS TO KNOW

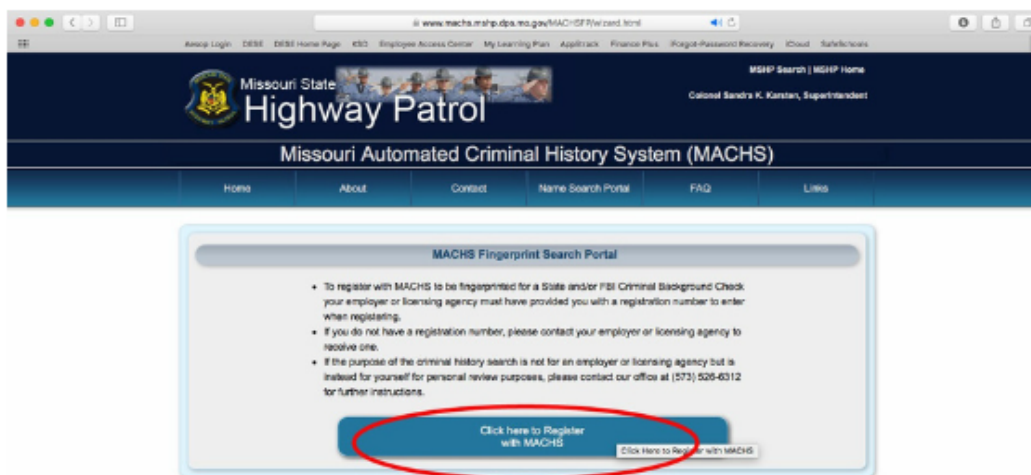
- A fingerprint background check through MACHS (MO State Highway Patrol) is required for all KSD Volunteers. Please use the instructions provided within this packet to complete this process.
- Registration with MACHS is required prior to being fingerprinted. In the registration process please use code 8493, this is the KSD organization code for volunteering. Once you register you will receive a TCN number from MACHS. You will then be able to schedule your appointment at any IdentoGo location by selecting “schedule appointment” or you may select “walk in” and schedule your appointment with the KSD HR office.
- Once you have been approved to volunteer, you will not need to complete fingerprinting again unless you leave the district and then return. **HOWEVER**, you will be asked at the end of each school year if you are still affiliated with KSD and wanting to volunteer next school year. It is very important when you receive that email, that you follow the required steps provided in that email so your volunteer status can stay active. A lapse in active status will require you to do your fingerprinting again.

Part 1 - Register with MACHS

1. Visit <https://www.machs.mo.gov/MACHSFP/home.html>
Select Click here to register with the fingerprint portal.



2. Then select Click here to register with MACHS



3. You must enter the KSD Volunteer Registration Number **8493**

Missouri State Highway Patrol
Missouri Automated Criminal History System (MACHS)

Home About Contact Name Search Portal FAQ Links

Please enter the 4 digit Registration Number provided by your Employer or Licensing Agency into the field below and click "Enter".

4 digit Registration Number 8493 Enter Reset

4. Fill in your personal information. Make sure to enter your email address so you can receive your TCN number.

Requesting Entity/Type of Search

ORI * ORI Name
NO621159Z KIRKWOOD R VII

OCA * OCA Name
0060000 KIRKWOOD R VII CERTIFIED

Contact Information

First Name * Middle Name * Last Name * Suffix
J. J.

Alias First Name * Alias Middle Name * Alias Last Name * Alias Suffix
J. J.

Mailing Address * Apt. Number *
J. J.

City * State * Zip Code *
Missouri

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

Personal Information

Date of Birth * Gender * Height * Weight * Hair * Eye *
/ / in lbs

Race * Place of Birth *
in

5. Once your personal information is entered, scroll to the bottom and click on Register

The screenshot shows the Missouri MACHS MAC-SPF form. The form is divided into several sections: Personal Information, Employer/Requestor Information, and a bottom section with 'Register' and 'Reset' buttons. The 'Register' button is circled in red.

Personal Information

City: [] State: Missouri Zip Code: []

Home Phone: [] Mobile Phone: [] E-mail Address: []

Date of Birth: [] Gender: [] Height: [] Weight: [] lbs 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

6. Be sure there is a TCN number and confirm your information is accurate.

The screenshot shows the Missouri Fingerprint Background Check Summary page. The page has a purple header with the text 'Your Registration is not Complete' and 'Please read further in order to complete the registration process.' Below this, there is a section for the Transaction Control Number (TCN) which is circled in red. The TCN is displayed as 'MMxxxxxx' with an arrow pointing to it. Below the TCN section, there are tables for Contact Information, Personal Information, and Requesting Entity Information / Type of Search.

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:
→ MMxxxxxx

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:	MOS211582	Name:	KIRKWOOD R VII
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7. After you verify you have a TCN number and your information is correct, click Confirm Registration at the bottom of the screen.

The screenshot shows a web browser window with the URL www.mafp.dps.mo.gov/MAFRegistration.htm. The page displays the transaction number (TCN) as **MP024402**. Below this, there are several sections for data entry:

- Contact Information:** Fields for Name, Address, and Phone.
- Personal Information:** Fields for DOB, Gender, Height, Weight, Hair Color, Eye Color, Race, Place of Birth, Citizenship, and SSN.
- Requesting Entity Information / Type of Search:** Fields for ORI (MO021150Z), Name (KIRKWOOD R VS), OCA (090302), and Name (KIRKWOOD R VS CERTIFIED).
- Employer / Requestor Information:** Fields for Agency (KIRKWOOD R VS CERTIFIED), Address (11289 MANCHESTER RD, KIRKWOOD, MO 631221122), and a "Complete Registration" button which is circled in red.

At the bottom of the form, there are logos for the Missouri Department of Transportation and the Missouri Department of Public Safety.

Read through the privacy notice and click the Complete Registration (again).

The screenshot shows the "Missouri Applicant Fingerprint Privacy Notice" page. At the top, there is a "Complete Registration" button circled in red, with an arrow pointing to it from the left. Below the button, the text states: "The 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](#)

The page contains detailed text regarding the "State and Federal Rap Back Privacy Notice" and "NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS".

DO NOT LEAVE THIS SITE

NEXT STEPS

Choosing your fingerprint appointment location.

You can go to any IdentoGo location of your choice

OR

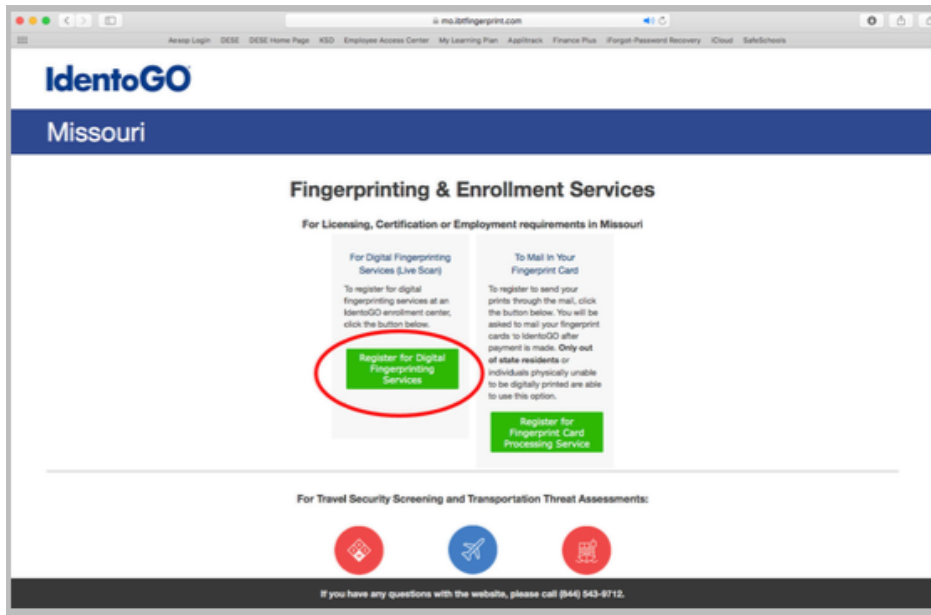
You can make an appointment in the Kirkwood School
District Human Resources office

- There are different scheduling methods depending on where you would like to go to be fingerprinted, but you will need to make the appointment from the IdentoGo site.
- An IdentoGo location will have a larger selection of appointment times and locations, which may be more convenient.

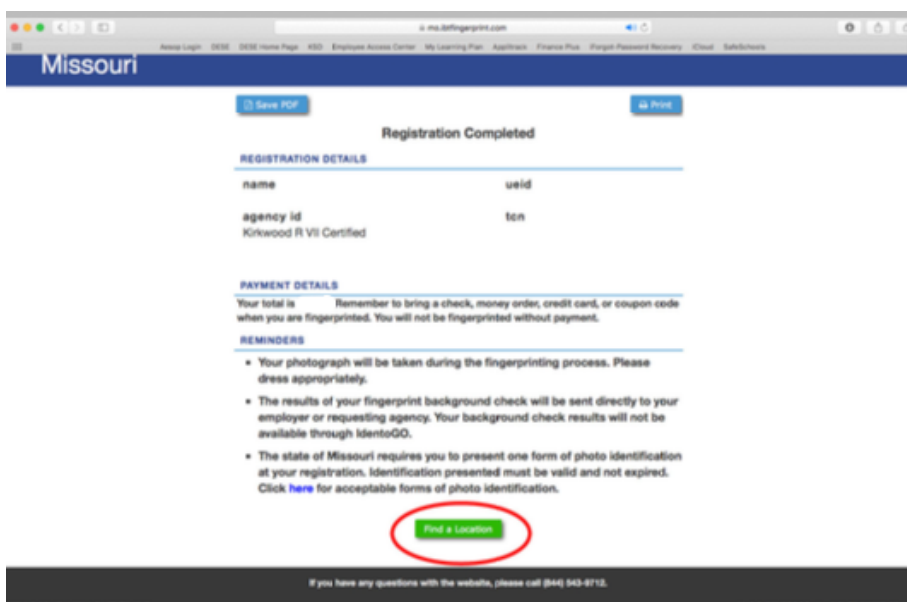
Part 2 - Fingerprinting at IdentoGo Location

After registering with MACHS and receiving your TCN number you will be taken to this screen,

1. Select Register for Digital Fingerprinting Services



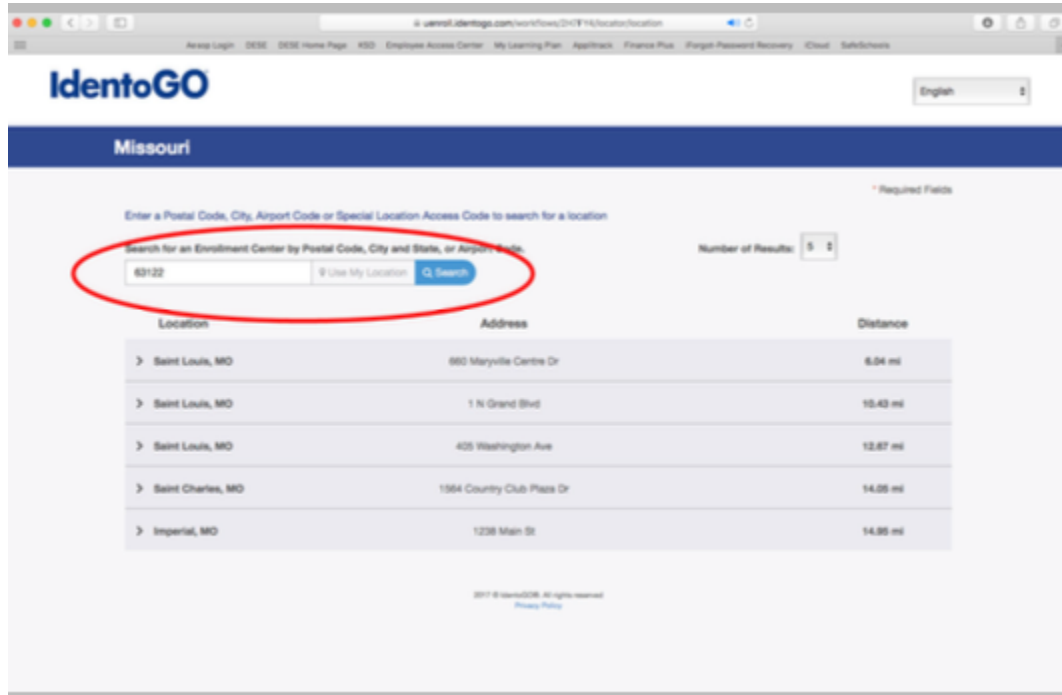
2. Select Find a Location



3. Enter your zip code to find an IdentoGo location closest to you.

*****NOTE:** If you are wanting to make an appointment with the KSD Human Resources office, you will need to select WALK-IN at the top of the screen and move on to the set of instructions titled

Part 2A - Fingerprinting at KSD HR Office.



The screenshot shows the IdentoGO website interface. At the top, there's a navigation bar with links like 'About Us', 'Home Page', 'KSD', 'Employee Access Center', 'My Learning Plan', 'Applicant', 'Finance Plus', 'Forgot Password Recovery', 'About', and 'Self-Services'. Below this is a blue header with the 'IdentoGO' logo and a language dropdown set to 'English'. The main content area is titled 'Missouri' and prompts the user to 'Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location'. A search bar contains the zip code '63122', with a red circle highlighting the input field and the 'Search' button. To the right of the search bar, it says 'Number of Results: 5'. Below the search bar, there's a table with three columns: 'Location', 'Address', and 'Distance'.

Location	Address	Distance
> Saint Louis, MO	860 Maryville Centre Dr	6.04 mi
> Saint Louis, MO	1 N Grand Blvd	10.43 mi
> Saint Louis, MO	405 Washington Ave	12.87 mi
> Saint Charles, MO	1584 Country Club Plaza Dr	14.05 mi
> Imperial, MO	1238 Main St	14.85 mi

At the bottom of the page, there's a small copyright notice: '© 2017 IdentoGO. All rights reserved. Privacy Policy'.

Be sure to take your TCN number, form of payment (credit or debit card) and your form of ID (typically drivers license or passport) with you to your appointment.

Part 2A - Fingerprinting at KSD HR Office

KSD Human Resources Office
1099 Milwaukee St., Kirkwood, MO 63122

Before you can make an appointment to get fingerprinted at the KSD HR Office, you must have completed the IdentoGo steps above, selected WALK-IN as your appointment type and have your TCN number available.

1. Click on the Google Calendar Link to see available appointment times and select a time that works best for you.

https://calendar.google.com/calendar/u/0/appointments/AcZssZ1vdz_Y-DY-ZDu6qgfcezyXsojcGp5G4U2vwA=

KSD Fingerprinting KSD Fingerprinting Appointments

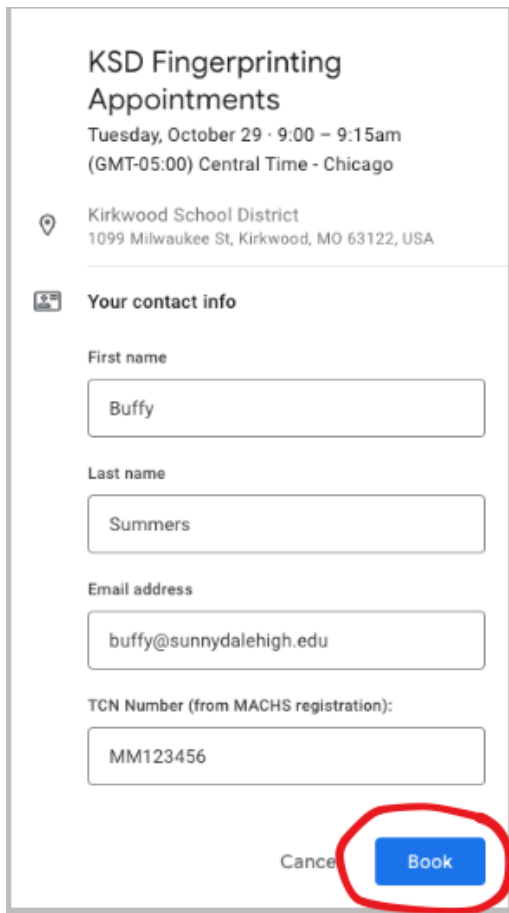
15 min appointments
Kirkwood School District
1099 Milwaukee St, Kirkwood, MO 63122, USA

We are located in the KSD Human Resources Office, Suite 10, on the lower level of the J Milton Turner Building.
Important Notes
[Show more](#)

Select an appointment time

October 2024	TUE 29	WED 30	THU 31	FRI 1	SAT 2
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	8:00am 8:15am 8:30am 8:45am 9:00am 9:15am 9:30am 9:45am 10:00am 10:15am 10:30am	---	8:00am 8:15am 8:30am 8:45am 9:00am 9:15am 9:30am 9:45am 10:00am 10:15am 10:30am	---	---

2. Enter your contact information as well as your TCN number you received when registering with MACHS. Then click BOOK



KSD Fingerprinting Appointments
Tuesday, October 29 · 9:00 – 9:15am
(GMT-05:00) Central Time - Chicago

 Kirkwood School District
1099 Milwaukee St, Kirkwood, MO 63122, USA

 **Your contact info**

First name

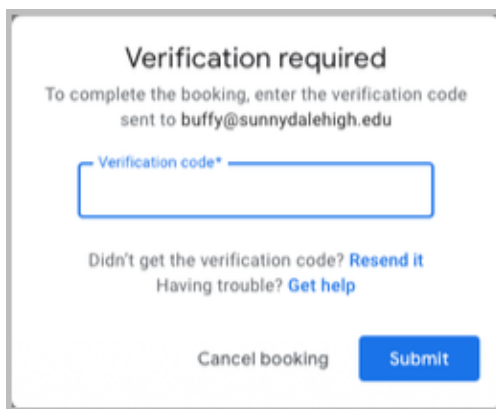
Last name

Email address

TCN Number (from MACHS registration):

[Cancel](#) [Book](#)

3. You will see a verification required screen if you are not using a Gmail account. Enter the verification code that is sent to your email and select submit.



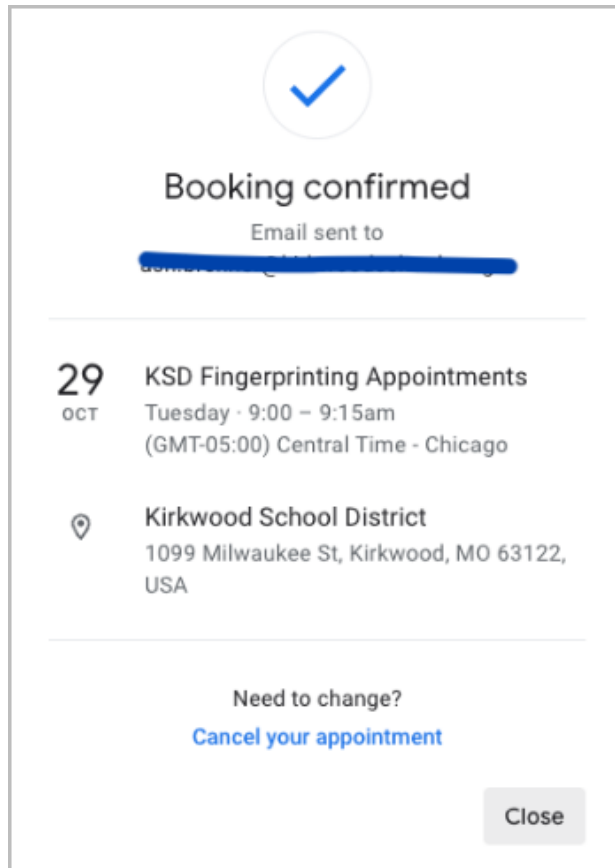
Verification required
To complete the booking, enter the verification code sent to buffy@sunnydalehigh.edu

Verification code*

Didn't get the verification code? [Resend it](#)
Having trouble? [Get help](#)

[Cancel booking](#) [Submit](#)

4. Your appointment is booked! You should receive an email confirmation as well. A reminder email will be sent 1 week prior to your appointment as well as 1 hour prior.



REMINDERS:

- Bring your TCN number, photo ID (typically your drivers license or passport), and your form of payment (debit or credit card) with you to your appointment.
- If you need to cancel or reschedule your appointment, please do so as soon as possible,