

**FBI/Highway Patrol  
Background Check Procedures  
Maryville R-II School District**

Please review Noncriminal Justice Applicant's Privacy Rights on the back of this form

Revised: 3/3/20

Scheduling an Appointment (Missouri residents)

To be fingerprinted for the Department of Elementary and Secondary Education through IdentoGO Identity Services, **you must first register with MACHS, which is located at [www.machs.mo.gov](http://www.machs.mo.gov). Individuals without access to the Internet may contact the fingerprint processing company, IdentoGo directly at 1-844-543-9712** to have a Fingerprint Services Representative conduct this registration on their behalf. To register with the Missouri Automated Criminal History Site (MACHS) for a fingerprint, you must have a 4-digit registration code. This code ties all agency-identifying information together to ensure that your background check response is returned to the correct agency.

**Below are the registration codes to use for Maryville R-II School:**

- **1468 Certified Teacher**
- **1469 Substitute, Paraprofessional or Expired Teacher**
- **1470 Uncertified employee (i.e. custodians, secretaries, food service, SAC Workers)**
- **1471 Bus Driver**
- **8552 Volunteers (A \$2.00 discount will be applied if you indicate on-line that the search is for a volunteer position OR if you call to register, please let them know.)**

**The closest location to have fingerprints processed is:**

**NWMSU, 800 University Drive, Maryville, MO 64468**

**at University Police Office (located in Support Services Building)**

Open 24 hours a day, 7 days a week

Contact Person: Amanda Cullin or Katrina 660-562-1254

Other locations can be found on the MACHS website (under About tab)

**Processing Fees:**

The processing fee for both Missouri and Non-Missouri residents is **\$41.75**. The payment can be completed by credit card online during the pre-registration process **OR** by check or credit card at NWMSU Campus Safety location during the fingerprinting process.

**Scheduling an Appointment (Non-Missouri residents)**

If you live outside the state of Missouri you are also required to pre-register (see first paragraph). After pre-registration, you must mail fingerprint cards directly to IdentoGo. These cards can be obtained from local law enforcement agencies or by contacting the MO State Highway Patrol. Please write the Transaction Control Number (TCN) that is provided during the pre-registration process on the back of your completed fingerprint card to ensure your results are routed to the appropriate receiver. Please mail completed fingerprint card to: IdentoGo, Missouri Card Scan, 639 N. Rosemead Blvd., Pasadena, CA 91107.

**Fingerprint 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.

Additional information about the fingerprinting process may be viewed at the following website:

<http://dese.mo.gov/eq/cert/eq-cert-fingerprint-background.htm> Then click on *Applicant User Guide for State Agency and MOVECHS Fingerprint Search Requests* for step by step directions.