

# Applicant Fingerprint Instructions

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MISSOURI AUTOMATED CRIMINAL HISTORY SYSTEM

# FINGERPRINT REGISTRATION PROCESS

## [machs.mo.gov](http://machs.mo.gov)

### Missouri Automated Criminal History System (MACHS)

Home	About	Contact	Name Search Portal	FAQ	Links
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#### Fingerprint Portal - Registration

- Check Fingerprint Status
- Search for a Fingerprint Location Near You
- Reschedule a Fingerprint Appointment

#### Fingerprint Portal - Administration

- Log-in to the Fingerprint Search Portal
- About MOVECHS

#### Name Search Portal

- Log-in to the Name Search Portal

### Welcome to the Missouri Automated Criminal History Site (MACHS)

As the custodian of criminal history information for the state of Missouri, it is the responsibility of the Missouri State Highway Patrol's Criminal Justice Information Services Division to provide public access to criminal history information.

The MACHS site may be used to conduct online name based criminal history searches or to register for fingerprinting through the automated site which includes a subsequent fingerprint submission by means of the State of Missouri's Fingerprinting Services Vendor, currently IDEMIA.

Click here to Register with the Fingerprint Portal

Click here to Register Name Search Portal

Agency  
use only

Applicant  
Use

# Applicants must “click” to proceed

## MACHS Fingerprint Search Portal


- To register with MACHS to be fingerprinted for a State and/or FBI Criminal Background Check your employer or licensing agency must have provided you with a registration number to enter when registering.
- If you do not have a registration number, please contact your employer or licensing agency to receive one.
- If the purpose of the criminal history search is not for an employer or licensing agency but is instead for yourself for personal review purposes, please contact our office at (573) 526-6312 for further instructions.

[Click here to Register  
with MACHS](#)

# Applicants will enter the agency's 4-digit registration number...

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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 

Missouri Department of Agriculture: **8249**

Once entered, the applicant must acknowledge that the code is correct, and click “OK” to proceed


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	
<input type="text" value="8249"/>	<input type="button" value="Enter"/> <input type="button" value="Reset"/>

**Requesting Entity**

ORI *	ORI Name
MO921511Z	MO DEPT OF AGRICULTURE
OCA	OCA Name
	MO DEPT OF AGRICULTURE

Message from webpage

 Please verify that the Agency information now showing is correct. If not please contact your Agency to verify the number you have is correct.

Agency ORI and Name will be displayed (pre-loaded).

Applicant will enter their personal information.

Fields with \* are mandatory.

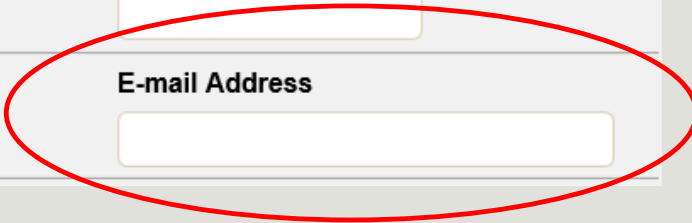
Email is not mandatory; however highly recommended!!

<b>ORI *</b>	<b>ORI Name</b>
MOMHP0000	MISSOURI STATE HIGHWAY PATROL
<b>OCA</b>	<b>OCA Name</b>
TEST	MSHP TEST MACHS ACCOUNT
<b>Is this search being conducted for a position as a volunteer? *</b>	
<input type="radio"/> Yes <input checked="" type="radio"/> No	

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**Contact Information**

<b>First Name *</b> ?	<b>Middle Name</b> ?	<b>Last Name *</b> ?	<b>Suffix</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
<b>Alias First Name</b> ?	<b>Alias Middle Name</b> ?	<b>Alias Last Name</b> ?	<b>Alias Suffix</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="v"/>
<b>Mailing Address *</b> ?			<b>Apt. Number</b> ?
<input type="text"/>			<input type="text"/>
<b>City *</b> ?	<b>State *</b>	<b>Zip Code *</b> ?	
<input type="text"/>	Missouri <input type="text" value="v"/>	<input type="text"/>	
<b>Home Phone *</b> ?	<b>Mobile Phone</b> ?	<b>E-mail Address</b>	
( <input type="text"/> ) <input type="text"/> - <input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	<input type="text"/>	



Agency information is pre-loaded and displayed at the bottom of the registration page.

Personal Information						
Date of Birth *	Gender *	Height *	Weight * ?	Hair *	Eye *	
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/> ft <input type="text"/> in	<input type="text"/> lbs	<input type="text"/>	<input type="text"/>	
Race *			Place of Birth *			
<input type="text"/>			<input type="text"/>			
Country of Citizenship *			SSN ** ?		** If Country of Citizenship US then an SSN is require	
<input type="text"/>			<input type="text"/> - <input type="text"/> - <input type="text"/>			
Employer/Requestor Information						
Business/Agency Name *						
MSHP TEST MACHS ACCOUNT						
Mailing Address *				Suite Number		
1510 East Elm Street						
City *		State *		Zip Code *		
JEFFERSON CITY		MO		65102		
Notarized Clearance Letters may be provided upon request. There is an additional \$2.00 fee for this service. To request Notarized Clearance Letters select "Yes" below and then select the Country for which the letters will be used.						
Mail Notarized Results <input type="text"/>						
Register Reset						

Once the information is  
verified, click on  
"Register"

Personal Information					
Date of Birth *	Gender *	Height *	Weight * ?	Hair *	Eye *
01 / 01 / 1968	Female ▾	5 ▾ ft 6 ▾ in	140 lbs	Red or Auburn ▾	Green ▾
Race *		Place of Birth *			
White ▾		Missouri ▾			
Country of Citizenship *			SSN ** ?	** If Country of Citizenship is US then an SSN is required	
United States Of America ▾			455 - 12 - 5678		

Employer/Requestor Information		
Business/Agency Name *		
MO DEPT OF AGRICULTURE		
Mailing Address *		Suite Number
1616 MISSOURI BLVD		
City *	State *	Zip Code *
JEFFERSON CITY	MO	65102

Register

Reset



## Your Registration is not Complete

Please read further in order to complete the MACHS Registration process which will pass your registration session to IDEMIA for fingerprinting services.

Once you have reviewed your personal information and have verified the information is accurate, select "Complete MACHS Registration". You will then be forwarded to the Missouri Fingerprint Services Vendor, IDEMIA, for further processing.



If any information is incorrect, click "Cancel".

**NOTE:** Once you have completed the MACHS Registration Process, the information cannot be changed or corrected. You will need to reregister with MACHS to correct any personal information that is not accurate.

**Your Transaction Control Number (TCN) is:**  
**MP225999**

This does NOT complete your registration.  
Please verify information again.

**Your Transaction Control Number (TCN) is:**  
**MP320234**

The MACHS TCN will serve as your tracking number for the Missouri State Highway Patrol. Please keep a copy of this number for your records. The MACHS TCN will be included by IDEMIA in your registration details (receipt) along with IDEMIA's UEID number

### Contact Information

<b>Name:</b>	TEST TEST
<b>Address:</b>	1234 ANYSTREET ANYTOWN, MO 65101
<b>Phone:</b>	<b>Home:</b> 5731111212
<b>E-Mail Address:</b>	PAMELA.ABERLE@MSHP.DPS.MO.GOV

### Personal Information

<b>DOB:</b>	01/01/1968	<b>Gender:</b>	FEMALE
<b>Height:</b>	5 ft 06 in	<b>Weight:</b>	140 lbs
<b>Hair Color:</b>	RED	<b>Eye Color:</b>	GREEN
<b>Race:</b>	WHITE	<b>Place of Birth:</b>	MISSOURI
<b>Citizenship:</b>	UNITED STATES OF AMERICA	<b>SSN:</b>	455125678

### Requesting Entity Information / Type of Search

<b>ORI:</b>	MO921511Z	<b>Name:</b>	MO DEPT OF AGRICULTURE
<b>OCA:</b>		<b>Name:</b>	MO DEPT OF AGRICULTURE

### Employer / Requestor Information

<b>Agency:</b>	MO DEPT OF AGRICULTURE
<b>Address:</b>	1616 MISSOURI BLVD JEFFERSON CITY, MO 65102

[Continue Registration](#) [Cancel](#) [Edit](#)

To proceed, the applicant must click  
"continue registration"

# Applicant Privacy Notification

Applicant must “acknowledge to proceed”

## Missouri Applicant Fingerprint Privacy Notice

[Complete Registration](#) [Cancel](#)

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](#)

### State and Federal Rap Back Privacy Notice

Applicants submitting their fingerprint images to the Central Repository for a fingerprint based criminal record check are advised that their fingerprint images will be retained in state and federal biometrics databases, pursuant to Section 43.540 RSMo. If the submitting agency participates in the State or State and National Rap Back Programs, fingerprint images will be submitted, searched and retained for the purpose of being searched against future submissions to the State and National Rap Back programs; fingerprint searches will also include latent print searches.

The "Missouri Rap Back Program" and "National Rap Back Program" shall include any type of automatic notification made by the State Missouri and/or the Federal Bureau of Investigation through the Missouri State Highway Patrol to a qualified entity indicating that an applicant who is employed, licensed, or otherwise under the purview of the qualified entity has been arrested for a reported criminal offense and the fingerprints for that arrest were forwarded to the Central Repository or the Federal Bureau of Investigation by the arresting agency.

By clicking the "Complete Registration" button of the Missouri Applicant Fingerprint Privacy Notice you are acknowledging the receipt of and agreeing to the terms of the State and National Rap Back Privacy Notice, the Noncriminal Justice Applicant Privacy Rights, and the Privacy Act Statement.

### NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

After the APR notification, the applicant must confirm information prior to switching from MACHS to IDEMIA for fingerprint scheduling and location information.

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Walk-ins and appointment scheduling is available at most locations.

This "TCN" is required on the application form.

Please confirm the person being fingerprinted below:

Name: TEST TEST

Agency: 8249

TCN: MP320239

Incorrect

Correct

# Digital (Electronic) Fingerprint Process

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REGISTERING FOR FINGERPRINT SUBMISSIONS THROUGH THE  
MACHS SYSTEM ELECTRONICALLY.

# Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Missouri

**Important!** You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

## For Digital Fingerprinting Services (Live Scan)

To register for digital fingerprinting services at an IdentoGO enrollment center, click the button below.

Register for Digital Fingerprinting Services

## To Mail In Your Fingerprint Card

To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdentoGO after payment is made. **Only out of state residents** or individuals physically unable to be digitally printed are able to use this option.

Register for Fingerprint Card Processing Service

Most applicants will select DIGITAL fingerprinting; however, mail in cards are also acceptable if approved by the employment/licensing agency.

Card scan process will be explained as well.

# Enter Zip code for fingerprint location

Missouri

Appointment Details

Enter a zip code to determine the closest fingerprinting location.

Go >



Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

Walk-in

Next Week >

Zip Code: 65101

Change

Thursday  
6/6/2019

Friday  
6/7/2019

Saturday  
6/8/2019

Sunday  
6/9/2019

Monday  
6/10/2019

Tuesday  
6/11/2019

Wednesday  
6/12/2019

**Jefferson City, MO-W Truman Blvd**

IdentoGO

3702 W Truman Blvd Ste 212

Jefferson City, MO 65109

This Enrollment Center is located inside  
AAQ Drug Screening

Schedule

Schedule

Schedule

Schedule

**Columbia, MO-W Broadway Business  
Park Ct**

IdentoGO

3302 W Broadway Business Park Ct Ste. D

Columbia, MO 65203

Schedule

Schedule

Schedule

Schedule

Schedule

**Hermann, MO-Blue Pride Dr**

IdentoGO

170 Blue Pride Dr

Hermann, MO 65041

This Enrollment Center is located inside  
Gasconade County R-1 School District

Schedule

Schedule

Schedule

Scheduling  
or walk-in  
options are  
available

Applicants can save,  
print, or receive via  
email.

Fees calculated based on  
MACHS Code.  
Missouri-\$20.00  
Federal-\$13.25  
Vendor Fee- 8.50  
Total = \$41.75

Click DONE or Find a Location

Save PDF

Print

## Registration Completed

REGISTRATION DETAILS

walk-in

name

TEST TEST

agency id

8249

ueid

UZ3R2Y12JV

tcn

MP320239

PAYMENT DETAILS

Your total is \$41.75. Remember to bring a check, money order, credit card, or coupon code when you are fingerprinted. You will not be fingerprinted without payment.

REMINDERS

- Your photograph will be taken during the fingerprinting process. Please dress appropriately.
- The results of your fingerprint background check will be sent directly to your employer or requesting agency. Your background check results will not be available through IdentoGO.
- The state of Missouri requires you to present one form of photo identification at your registration. Identification presented must be valid and not expired. Click [here](#) for acceptable forms of photo identification.

Please remember:

All ID Documents must be the originals. Copies **will not** be accepted.

Personal checks and cash **will not** be accepted.


Done

Find a Location




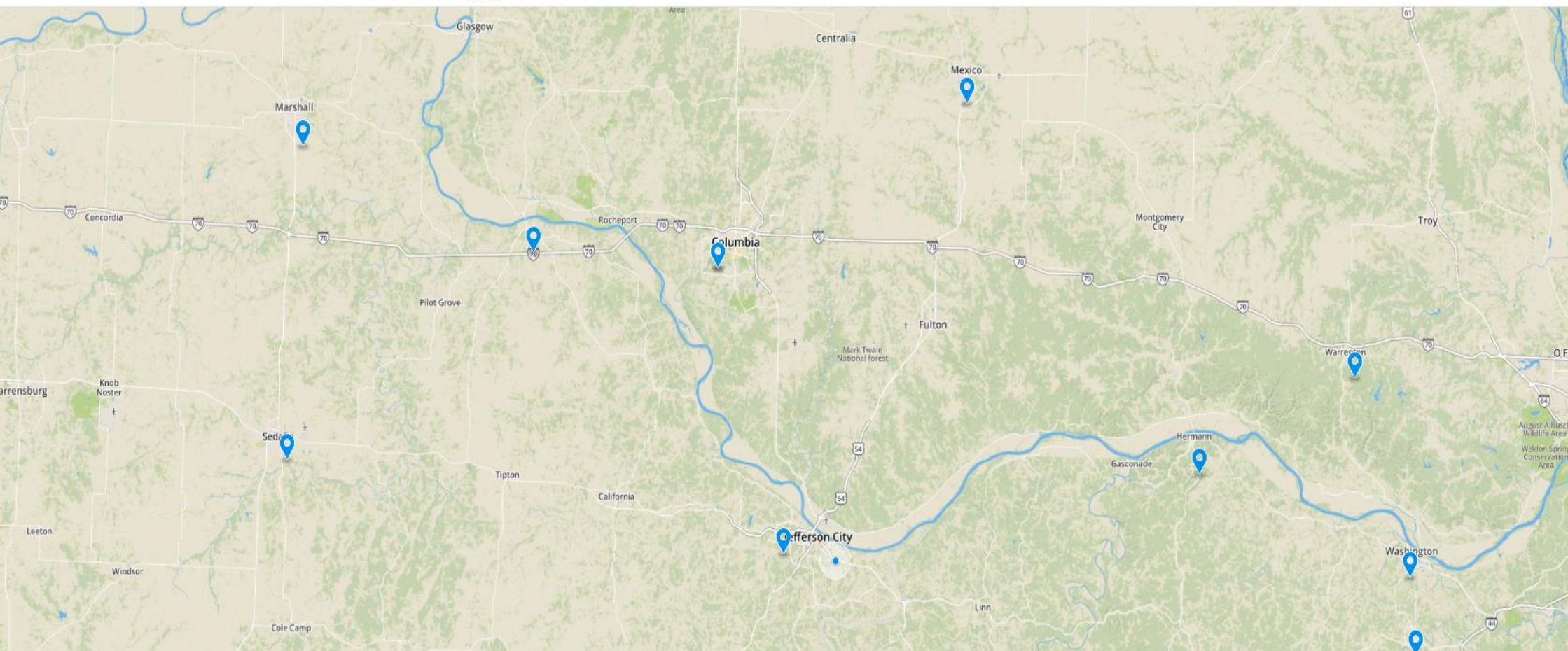
To find locations you may go to:

<https://www.identogo.com/locations/missouri>



Services Solutions Locations News Partners

 Get Fingerprinted



**Find an IdentoGO Center**  
Enter your location to start.  
Jefferson City, Missouri X

**Missouri**

**IdentoGO - State Agency Enrollment**  
4.8 miles away

**IdentoGO - State Agency Enrollment**  
28.9 miles away

**IdentoGO - TSA Pre✓®, TWIC, HAZMAT**  
28.9 miles away

**IdentoGO - State Agency Enrollment**  
40 miles away



nobody@uemail.identogo.com

Aberle, Pamela M.

IdentoGO Service Confirmation - 2HB1N2 - Missouri MO921511Z 195.746/43.543/43.540



This email is to confirm your fingerprint-based background check is now registered with IdentoGO Enrollment Services. To complete the fingerprinting requirements, you must visit an IdentoGO Enrollment Center. To lessen your wait time, you may schedule an appointment using the link below:

[Click here to schedule your appointment](#)

If you need telephone-based assistance scheduling your appointment you may also call us at 844-543-9712. An appointment is not required to be fingerprinted.

[Click here to locate an IdentoGO Enrollment Center](#)

#### Service Details:

Customer:	TEST TEST
ORI:	MO921511Z
TCN:	MP320239
UE ID:	UZ3R-2Y12JV
Service:	MO921511Z 195.746/43.543/43.540

This message is only for the use of the intended recipient and may contain information that is CONFIDENTIAL and PROPRIETARY to IDEMIA. If you are not the intended recipient, please erase all copies of the message and its attachments and notify the sender immediately.

# Applicants can re-schedule an appointment [machs.mo.gov](https://machs.mo.gov)

*“reschedule a fingerprint appointment”*

## Fingerprint Portal - Registration

[Check Fingerprint Status](#)

[Search for a Fingerprint Location Near You](#)

[Reschedule a Fingerprint Appointment](#)

## Fingerprint Portal - Administration

[Log-in to the Fingerprint Search Portal](#)

[About MOVECHS](#)

## Name Search Portal

[Log-in to the Name Search Portal](#)

## Welcome to the Missouri Automated Criminal History Site (MACHS)

As the custodian of criminal history information of the Missouri State Police, we provide public access to this information.

The MACHS site may register for fingerprint submission by means of IDEMIA.

Click here to register with IDEMIA for Fingerprint Submission

## Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Missouri

### To Look Up or Change an Existing Appointment

To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.

[Transaction Control Number \(TCN\)](#)

[UEID](#)

[Email Address](#)

# MACHS/IDEMIA Mail In Process

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FINGERPRINT SUBMISSION FOR OUT OF STATE APPLICANTS

## Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Missouri

### For Digital Fingerprinting Services (Live Scan)

To register for digital fingerprinting services at an IdentoGO enrollment center, click the button below.

Register for Digital Fingerprinting Services

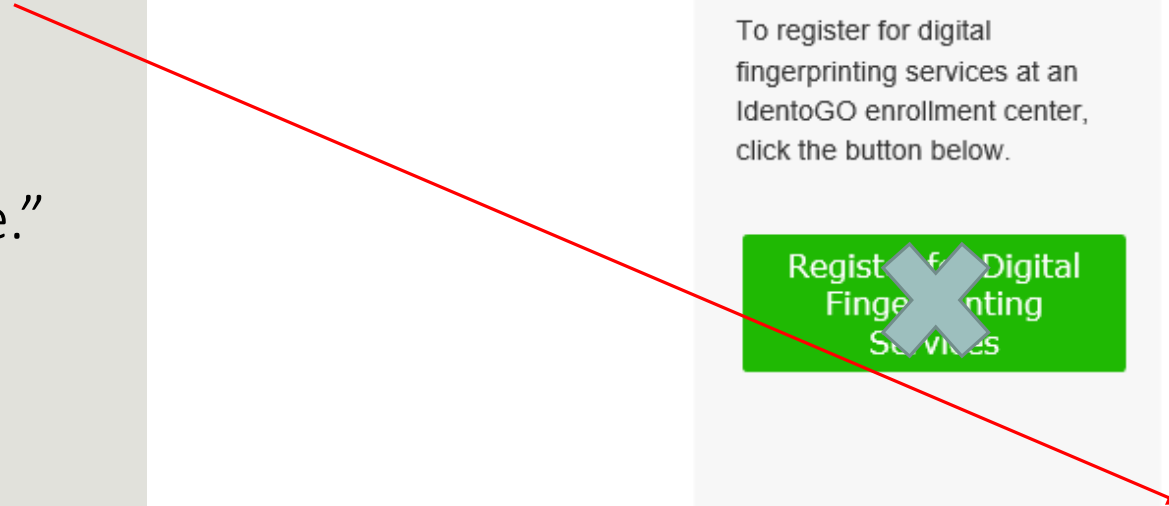
### To Mail In Your Fingerprint Card

To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdentoGO after payment is made. **Only out of state residents** or individuals physically unable to be digitally printed are able to use this option.

Register for Fingerprint Card Processing Service

Applicants will click on:

“Register for Fingerprint Card Processing Service.”





Must click  
“yes” to  
continue

To submit Fingerprint Cards for a Missouri state background check you will be required to complete the following steps:

1. **Pay for Service** using credit card or an agency provided authorization code.

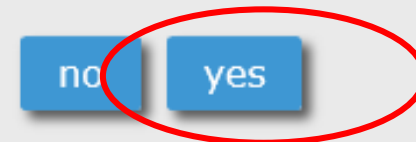
You will need to ***enter your date of birth to confirm identity before making payment.***

Once payment is completed, you will be provided a pre-enrollment / registration confirmation page.

2. **Print and sign the completed pre-enrollment / registration confirmation page**, containing a barcode printed on the top right of the page.
3. **Obtain fingerprints on FBI (FD-258) fingerprint card** and complete personal information on the fingerprint card.
4. **Mail in the signed confirmation page and completed fingerprint card** to the mailing address provided on the confirmation page.

By continuing this registration process, you are affirming that you are either:

- An out of state resident, or
- Physically unable to be digitally fingerprinted.



# Enter date of birth and click “next”

**Missouri**

Essential Info

Payment

\* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

### Confirm Your Date of Birth

\* Date of Birth

✕ Cancel

Next >

# Enter Payment Information

## Applicants must pay in advance for mail-in option

**Missouri**

Essential Info

Payment

Enter Payment Information

\* Required Fields

Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.

### Apply Authorization Code

Authorization Code

Apply Coupon

2H9SX7 - Missouri MSHP Test Machs Account

\$28.50





Total Amount Due

\$28.50

(non-refundable)

### Pay With Credit Card

We Accept:



\* Name on Card

\* Credit Card Number

\* Month

\* Year

\* CSC/CVV

✕ Cancel

< Back

Submit >



# Applicant Registration – Cardscan Option

- After selecting “Register for Fingerprint Card Processing Service”, the applicant will confirm their date of birth and click “Next”.
- Applicant must complete payment section. All Cardscan submissions require pre-payment.
  - Payment Option using an authorization code provided by agency or employer
  - Pay with a credit card.
- Once payment information has been entered, click “Submit”

The screenshot shows the IdentoGO Missouri payment interface. At the top, the 'IdentoGO' logo is on the left and a 'Logout' link is on the right. Below the logo is a dark blue header with the word 'Missouri'. A progress bar shows 'Completed' and 'Payment' steps, with 'Payment' being the active step. The main content area is titled 'How Payment Information' and includes a note: 'Please enter your payment information below. Once done, click "Next" to complete your transaction or "Cancel" to exit.' There are two main sections: 'Apply Authorization Code' and 'Pay With Credit Card'. The 'Apply Authorization Code' section has a text input for 'Authorization Code' and a blue 'Apply/Submit' button. To the right, a summary box shows 'Payment Amount' as '\$0.00' and 'Total Amount Due' as '\$0.00 (pre-authorized)'. The 'Pay With Credit Card' section features logos for Visa, Mastercard, American Express, and Discover. It includes input fields for 'Name on Card', 'Credit Card Number', 'Month' (with a dropdown arrow), 'Year' (with a dropdown arrow), and 'Expiration' (with a dropdown arrow). At the bottom, there are three buttons: a red 'Cancel' button, a grey 'Back' button, and a blue 'Submit' button.

## Applicant Registration – Cardscan Option

- Final page will provide instructions for mailing the Cardscan Packet to IDEMIA Cardscan Processing Center.
- Service Summary page must be printed and sent with the fingerprint cards.

[illegible]

## Applicant Registration – Cardscan Option

- An e-mail notification will be sent once registration has been complete with a link to the Service Summary for re-printing if necessary.

# IdentoGO<sup>®</sup>

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### Service Details:

Customer:	Hubert B Wolff schlagelsteinhansenbergerdorff
UE ID:	UZDR-12VX58
TICN:	20180614F
ORL:	UEP900000
Service:	2H15295 - MO Demo Full State and FBI Fees

This email confirms you have requested your fingerprint-based background check to be done by submitting a Fingerprint Card. In order to process your request, please mail the following documents:

1. The printed and signed IdentoGO registration summary page
2. Completed fingerprint card

The mailing instructions are on the registration summary page.

[Click here to view your printable summary page](#)

## Missouri Non-Resident Cardscan

### Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of Missouri or physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on a FBI (FD-258) fingerprint card or LiveScan fingerprints printed to a FBI (FD-258) fingerprint card.

**\*Please provide the following information to the technician capturing the fingerprints\***

- **Capturing Four-Finger Slaps:**
  - Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted to the right:
  - Missouri State Highway Patrol will reject or refuse to process any fingerprint cards that have the four finger slap prints at an angle.
- **Capturing Individual Fingers:**
  - Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.
  - Missouri State Highway Patrol will reject and refuse to process any fingerprint card that contains non-rolled fingerprints.
- **Submitting Fingerprint Cards:**
  - Fingerprints may be submitted on standard FD-258 FBI applicant cards
  - The fingerprint card must be completely filled-out in legible print. The following information must be included or the Fingerprint Card will not be processed:
    - ✓ Full name
    - ✓ Date of birth
    - ✓ Social Security Number
    - ✓ Home address
    - ✓ Sex
    - ✓ Height
    - ✓ Weight
    - ✓ Hair color
    - ✓ Eye color
    - ✓ Place of birth (state or country only)
    - ✓ Citizenship



2. Once fingerprints are captured on a fingerprint card and the individuals demographic data is completely filled-put on the fingerprint card, please follow the steps listed below:
  - Pre-enroll on the MACHS system at [www.machs.mshp.dps.mo.gov/](http://www.machs.mshp.dps.mo.gov/).
  - After registering, the applicant will be routed to the IdentoGO website for selection of Fingerprint Card Processing.
    - i. All processing fees will be collected during the pre-enrollment process.
    - ii. A pre-enrollment confirmation page will be provided once registration is complete.
  - Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.
  - Mail the signed pre-enrollment confirmation page and the completed fingerprint card to:

**IdentoGO**  
**MO Cardscan Department**  
**6840 Carothers Pkwy, Suite 650**  
**Franklin, TN 37067**
- For further instructions, each applicant should contact their employer or agency contacts for those details.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process. More information can be found on the IdentoGo Missouri website, found at <https://www.identogo.com/locations/missouri>.

# Resources and Contacts

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## IDEMIA Information/Missouri Homepage

- <https://www.identogo.com/locations/missouri>

## IDEMIA Customer Service

- (844) 543-9172

## Fingerprint Card Questions (IDEMIA)

- (877) 783-4187

## Missouri State Highway Patrol- CJIS Division

- (573) 526-6153 ext. 5098