

Criminal Background Check Procedures for Employment in Missouri Public Schools

Every newly hired person in a Missouri public school who may have contact with children must undergo a criminal background check before having contact with student. The background check includes submitting fingerprints to the Missouri Highway Patrol (MHP) and the Federal Bureau of Investigation (FBI). The Department of Elementary and Secondary Education (DESE) manages the background check process for school districts and for professional educators when they apply for certification.

Registration Process and Procedures - Missouri Residents

All applicants must pre-register at the [Missouri Automated Criminal History Site \(MACHS\)](http://www.machs.mo.gov) for a fingerprint-based background check. 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 Identigo® office locations for fingerprinting (see the “Search For Fingerprint Locations Near You” link at www.machs.mo.gov).

A four-digit registration code is required to ensure that the results of the background check are returned to the correct organization for processing. Please see the following charts for the appropriate registration codes.

If You are Already Employed by a Missouri School District or If You Know Which District Will Be Employing You	
Your Occupation	Use this Registration Code
Administrator, Principal, Teacher, Substitute Teacher, Paraprofessional	Contact your Employing School District for the appropriate registration code.
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	
Secretary, School Nurse, Custodian, Lunch Room Worker, Volunteer, etc.	
School Bus Driver	

If you are employed by more than one school district, choose only one district's registration code number to initiate your fingerprint-based background check. All Missouri public school districts are able to share fingerprint results with each other (based on district policy). Please note that shared fingerprint results must be less than one year old to be accepted as valid.

Registration Process and Procedures - 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) to initiate their fingerprint-based background checks. After pre-registration, these applicants must mail their completed fingerprint cards to Identogo® for processing. For detailed directions, please access the Identogo® website at: <https://dese.mo.gov/media/pdf/oeq-conductinvestigations>.

If you have any questions about the registration process or fingerprinting procedures outside of Missouri, please contact Identogo® customer service at 844-543-9712 or the Missouri State Highway Patrol's Criminal Justice Information Services Division (CJIS) at 573-526-6312.

Processing Fees

The processing fee for both Missouri and Non-Missouri residents is \$41.75. Missouri residents will complete payments on site during the fingerprinting process. Non-Missouri residents will complete payments online during the pre-registration process. For additional information about fees, please visit www.machs.mo.gov.

Fingerprints Valid Only For One Year

Fingerprints are valid for employment and certification purposes for one year. After one year, DESE will not send the results of background checks to prospective employers. If a current school employee changes districts and the results of that person's background check are more than one year old, the hiring district must require the individual to submit fingerprints again before hiring.

Fingerprint/Background Check Results

Fingerprint/Background check information for educators and substitute teachers will be recorded on their profile page at the Missouri Department of Elementary and Secondary Education (DESE), Educator Certification System website. The reported results will be made available to the designated school district, based upon 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](http://www.dese.mo.gov/education/education-certification) website and cannot be used for certification purposes. These results will only be available to the designated school district, based upon the registration code provided during the pre-registration process.

[Fingerprint Submittal Applicant's Privacy Rights](#)

Child Care Criminal Background Check Process for Licensed and Registered Child Care Providers

*Effective August 28, 2021, the MACHS registration code for fingerprinting will change for licensed and registered child care providers. The Department of Health and Senior Services and the Department of Social Services will combine their background screening units under the Department of Elementary and Secondary Education in the newly formed Office of Childhood. The new MACHS registration code will be **8897**. Questions or concerns can be sent to OCBackgroundChecks@dese.mo.gov*

1. All individuals required to have a background screening must register through the Missouri Automated Criminal History Site (MACHS) by following the instructions on the [Missouri State Highway Patrol Applicant Fingerprint Services form](#).
 - Make sure you are using the MACHS registration number found on our Applicant Fingerprint Services Form. If you have been fingerprinted for a different agency, you will have to be fingerprinted again.
 - After you have registered with MACHS, you will be re-routed to IdentGo's website. IdentGo is the state contractor for fingerprinting services. There you will be provided with a list of available locations and appointments.
2. Once the individual has been fingerprinted, they must provide their receipt to the child care provider. The receipt will be accepted as verification or proof that the individual has been fingerprinted.
3. The provider must complete and submit the [Employer Criminal Background Check Notification form](#).
 - If a staff member has lived in any other state besides Missouri within the past 5 years, DESE may contact the provider and/or staff member to provide contact information for that state so the staff member can request a Child Abuse/Neglect registry screening and a criminal history check if that state is a non national fingerprint file state.
4. All individuals required to have a background screening must register (if not already registered) with the [Family Care Safety Registry](#) and the provider must request a background screening. Family Care Safety Registry screenings should be run close to the date the individuals were fingerprinted.

5. The background screening unit will notify the provider and the child care staff member of the results determining if they are eligible or ineligible to work in a licensed or registered child care facility. The child care staff member needs to keep a copy of their letter for any future child care employers.

FAQ- Child Care Providers

Who is required to have a background check?

- a child care provider
- persons employed by the child care provider for compensation, including contract employees or self-employed individuals
- individuals or volunteers whose activities involve the care or supervision of children for a child care provider or unsupervised access to children who are cared for or supervised by a child care provider
- individuals residing in a family child care home who are eighteen years of age and older

When can an individual start working or be present at my facility?

Prior to the employment or presence of a child care staff member, a comprehensive criminal background check must be completed and their eligible letter must be on file at the facility.

When are background checks required?

A comprehensive criminal background check must be completed on all child care staff members of licensed and registered child care facilities at initial licensure/contract agreement and every 5 years.

A FCSR background screening must be performed on all child care staff members every time a comprehensive background check is completed, 30 days prior to the licensee's anniversary date, and as a part of the annual registration renewal for registered child care providers.

When is a Criminal Background Check not required?

A child care provider shall not be required to submit a request for a criminal background check for a child care staff member if:

The staff member received a criminal background check and an eligible determination within the past five years. The staff member has not been separated from employment from any child care providers within Missouri for more than 180 days.

Who is responsible for the cost of the background check?

The costs of the criminal background check shall be the responsibility of the child care staff member but may be paid or reimbursed by the child care provider at the provider's discretion. The fees charged for the criminal background check shall not exceed the actual cost of processing and administration.

Who do I contact if I am from another state needing to run a screening?

If you need to request a criminal background screening, send your request to:

Missouri State Highway Patrol

Criminal Justice Information Services Division

P.O. Box 9500 Jefferson City, MO 65102

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html>

If you need to request a Child Abuse and Neglect report, review the below website for additional instructions:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html#outstate>

Background Check Requirements Highlights

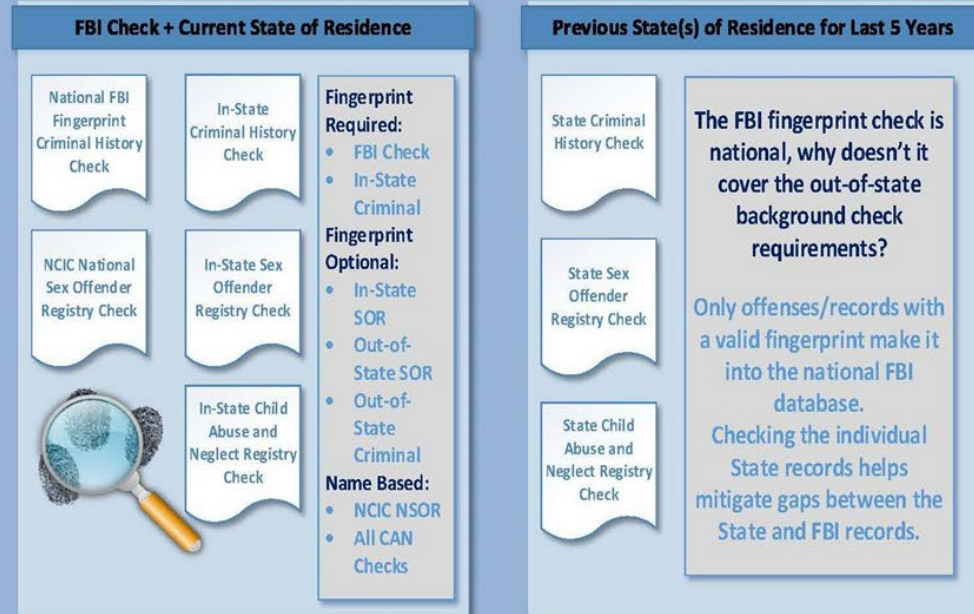
Applicability of Rules

- State, Territorial and Tribal Lead Agencies
- Licensed, regulated, and registered providers
 - Whether or not they receive CCDF funds
- License-exempt CCDF providers
 - Except those related to all children in care
- Current and prospective staff members
 - Including those employed before 11/19/2014 (date of enactment)

Individuals Subject to Background Checks

- Those employed by a provider for compensation
- Contracted employees and self-employed
- Those who care for, supervise, or have unsupervised access to children in care
- Those (adults) living in a family child care home

Required National and State-based Background Checks



*Background checks are required prior to employment and at least every 5 years.
Background checks should meet a standard 45-day or less turnaround time.
Individuals may start work once the FBI or State fingerprint check is returned as satisfactory,
but must be continually supervised until a determination is made on all checks.*

Revised: 11/8/2017