

## FBI/Highway Patrol Background Check Procedures

### Scheduling an Appointment (Missouri residents)

To be fingerprinted for the Department of Elementary and Secondary Education through 3M/Cogent, 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, 3M/Cogent, directly at **1-877-862-2425** 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 codes to use for Westview C-6 School:**

- **1436 Certified Teachers**
- **1437 Substitutes**
- **1438 Uncertified employees (i.e. custodians, secretaries) *Volunteers***
- **1439 Bus Drivers**

Once you have registered, at the top of the verification page an 8 digit Transaction Control Number (TCN) will be highlighted. This number will be used to track your fingerprints through the background check process. Keep note of this number.

### Fingerprinting Fee -

The fee for the fingerprinting process is **\$44.80**. You will have the option to make this payment online at the time of registration or at your appointment.

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

If you live outside the state of Missouri and cannot make an appointment for fingerprinting in Missouri, you may mail fingerprint cards directly to 3M/COGENT. You will need to contact the fingerprint processing company, 3M/Cogent, at 1-877-862-2425 to make sure all information is recorded on the FBI fingerprint cards correctly before mailing them. The fee for this process is \$44.80. A check or money order must be made payable to 3M/Cogent.

### Fingerprint Results

If you are an educator, substitute teacher, or student teacher, your fingerprint information will be recorded automatically on your profile page in the online Educator Certification System. If you are an uncertified staff member or a bus driver, your results will be forwarded to the school district based upon the registration code you provided. Results of fingerprints are generally reported to the Educator Certification within 2-3 weeks from the date of appointment.

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.