Fingerprinting Check List

☐ Must register through the Missouri Automated Criminal History Site(MACHS)
- o Log-on to www.machs.mo.gov
- o Click on "Click here to register with the fingerprint portal"
- o Click on "Click here to register with MACHS"
- o Enter the 4-digit registration number provided by your agency. Click "enter" **7284**
- o Enter your personal information in the appropriate fields and proceed through the registration process.
- o Near the end of registration, you will be asked to verify all personal data and agency information before proceeding. If all information entered is accurate and complete, click "complete registration." This will redirect you to IDEMIA's website for further instruction.
- o Please note your Transaction Control Number (TCN) for future reference.
- o Email and/or phone number, and Date of Birth will be required at the fingerprint vendor location to search for your registration transaction.

☐ Once registered you will be taken to IdentoGo's website.
- o On this site you will be given a list of available locations and appointments.
- o Once the appointment is scheduled, a pop-up will appear with a payment authorization code. **It is important to write this down!**

☐ After you have been fingerprinted you must provide us with your receipt. So we can finish the background check.

Please note that you must be registered with the MACHS before you can be fingerprinted.

Also if you are a new student you will still need to complete the FCSR worker registration form as well as the fingerprinting.