

# FBI/HIGHWAY PATROL BACKGROUND CHECK PROCEDURES FOR MISSOURI TEACHER CANDIDATES

## Scheduling an Appointment

- All applicants must pre-register at the Missouri Automated Criminal History Site (MACHS) [www.machs.mo.gov](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). Individuals without access to the internet may contact 1-877-862-2425 and speak with a representative who will conduct this registration on their behalf.
- 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](http://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.
  - If You are **NOT** Already Employed by a Missouri School District Your Occupation
    - Use Registration Code: 2301
  - If You **ARE** Already Employed by a Missouri School District or If You Know Which District Will Be Employing You
    - Use this Registration Code: Contact your employing school district for the appropriate registration code

The processing fee for both Missouri and Non-Missouri residents is \$41.75. This payment will be made online during registration.

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.

Please Note: Background Check/Fingerprinting is required for teacher certification. This background check is good for one year.

Contact Jeni Vieselmeyer, Teacher Education Coordinator, [vieselmeyer-j@mssu.edu](mailto:vieselmeyer-j@mssu.edu) or 417-659-4318 if you have any questions.