**NEW CONTRACTS/VENDORS/STAFF**

* Contracted Personnel completes all necessary documentation required and returns to FMDCSecurity@oa.mo.gov
	+ - Background processing time will not begin until after all documentation is received and **is complete**
* Contracted Personnel completes fingerprint process
	+ Non – Highway Patrol locations use FMDC’s 4-digit registration code 5434
	+ Highway Patrol locations use Highway Patrol’s 4-digit registration code 7965
		- If clearance is for multiple locations and Highway Patrol is housed in any of the locations, only one fingerprint screening using Highway Patrol’s 4-digit registration code is required.
* FMDC personnel processes documentation accordingly and notifies vendor of approval or denial
	+ If approved
		- FMDC personnel submits badge application to appropriate office
			* Proxy access will only be given if indicated on the Authorization for Release of Information Confidentiality Oath.
			* If left blank or not indicated, a non-proxy badge will be issued
		- Vendor will be notified when badge is ready to be picked up
			* If Vendor is not in close proximity to a badge office, they can request to have mailed by providing mailing address via email to FMDCSecurity@oa.mo.gov

Fingerprints andAuthorization for Release of Information Confidentiality Oath form are valid for one (1) year and must be renewed annually. Changing or adding locations may result in additional required documentation.

**VENDOR PERSONNEL THAT ARE CHANGING LOCATIONS, PROJECTS, OR CONTRACTS** must submit a new Authorization for Release of Information Confidentiality Oath with updated location and badge needs for proper clearance.

**Documentation:**

* OA’s Authorization for Release of Information Confidentiality Oath - required for ALL locations
* Probation Parole packet if PP, but not HP
* Highway Patrol packet if HP, but not PP
* HP/PP packet if both HP and PP