**NEW CONTRACTS/VENDORS/STAFF**

* Contracted Personnel completes all necessary documentation required and returns to [FMDCSecurity@oa.mo.gov](mailto: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](mailto: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