IT Consulting Fingerprint Process

October 15, 2018
Last Updated: August 23, 2022
When do I initiate a fingerprint background check?

• A fingerprint background check needs to be completed for all resources after a PAQ is awarded or Staff Augmentation offer is accepted.

What is the process?

• ITSD Project Manager or Resource Manager will email contractor contact and indicate that fingerprint background checks are required and include these instructions and copy ITSDContractor@oa.mo.gov.

• Contractor will begin the fingerprint background screening process on page 3 of this document.

• Consultants cannot begin work until an approved fingerprint background check is completed.
Fingerprint Background Screening - Important Links

• Missouri Automated Criminal History System (MACHS)
  • [https://www.machs.mo.gov/MACHSFP/home.html](https://www.machs.mo.gov/MACHSFP/home.html)

• In State: Candidate performs fingerprint process in Missouri at approved station or Missouri State Highway Patrol (MSHP).

• Out of State: Candidate performs fingerprint process at local law enforcement with card and overnights fingerprints to fingerprint vendor.
  • Note: There may be an added expense for fingerprinting when completed outside the Missouri network

• Missouri Service Location Listing
  • [https://www.identogo.com/locations/missouri](https://www.identogo.com/locations/missouri)

• Vendor Escrow Account Setup - No Charge Authorization Codes (NCAC)
  • Instructions to setup accounts that allow contractor staff to charge the cost of services
  • Note: Contractor staff can pay at the time of service.
Missouri State Highway Patrol
Applicant Fingerprint Services of Missouri

Applicant Fingerprint Form for State and FBI Criminal History Background Checks

<table>
<thead>
<tr>
<th>Section One: Agency Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGENCY 4-DIGIT MACHS REGISTRATION NUMBER:</strong> 8076</td>
</tr>
<tr>
<td><strong>Agency Name:</strong> OFFICE OF ADMINISTRATION-HR</td>
</tr>
<tr>
<td><strong>Agency ORI:</strong> MO920670Z</td>
</tr>
</tbody>
</table>
ITSD Required Documentation – Email Confirmation

4. Email ITSDContractor@oa.mo.gov with the following information:
   - PAQ/Staff Augmentation Engagement Title and Dates
   - Contractor(s) Name, Agency and Location (note if remote)
   - Email the individual Contracted Staff Agreement Forms for each resource to the project or resource manager. The form is also available to the contractor on the Enterprise Project Management Office site at https://oa.mo.gov/information-technology-itsd/it-governance/enterprise-project-management-office.

If needed, the project manager will work with the contractor the first day they are on-site to complete a Badge form and request building access.