



# IT Consulting Fingerprint Process

October 15, 2018  
Last Updated: August 23, 2022

# Fingerprint Background Screening - Important Links

- Register with the Missouri Automated Criminal History System (MACHS) at <https://www.machs.mo.gov/MACHSFP/home.html>
- For questions regarding MACHS, contact the MSHP Criminal Justice Information Services Division at (573) 526-6312.
- Use the following registration number and information

SHP-984C 04/13



## Missouri State Highway Patrol Applicant Fingerprint Services of Missouri

**Reset Form**

**Print Form**

*Applicant Fingerprint Form for State and FBI Criminal History Background Checks*

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### Section One: Agency Information

AGENCY 4-DIGIT MACHS REGISTRATION NUMBER:

Agency Name:

Agency ORI:  Agency OCA:

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## Fingerprint Background Screening - In State Process

- **In State:** Candidate performs fingerprint process in Missouri at approved station or Missouri State Highway Patrol (MSHP).
- Missouri Service Location Listing
  - <https://www.identogo.com/locations/missouri>
- Vendor Escrow Account Setup - No Charge Authorization Codes (NCAC)
  - [https://www.identogo.com/uploads/general/MO\\_NCAC\\_Account\\_Application.pdf](https://www.identogo.com/uploads/general/MO_NCAC_Account_Application.pdf)
  - Instructions to setup accounts that allow contractor staff to charge the cost of services
  - *Note: Contractor staff can pay at the time of service.*
- MACHS FAQ Information
  - <https://www.machs.mo.gov/MACHSFP/faq.html>

## Fingerprint Background Screening - Out of State Process

- **Out of State:** Candidate performs fingerprint process at local law enforcement or fingerprinting service with card and overnights fingerprints to fingerprint vendor.
- *Note: There may be an added expense for fingerprinting when completed outside the Missouri network*
  
- Vendor Escrow Account Setup - No Charge Authorization Codes (NCAC)
  - [https://www.identogo.com/uploads/general/MO\\_NCAC\\_Account\\_Application.pdf](https://www.identogo.com/uploads/general/MO_NCAC_Account_Application.pdf)
  - Instructions to setup accounts that allow contractor staff to charge the cost of services
  - *Note: Contractor staff can pay at the time of service.*

# Fingerprint Background Screening - Out of State Process cont'd

## Missouri Non-Resident Cardscan

### Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of Missouri or physically unable to visit an Identogo location. In order to complete the process, applicants must complete the following steps.

1. An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on a FBI (FD-258) fingerprint card or LiveScan fingerprints printed to a FBI (FD-258) fingerprint card.

# Fingerprint Background Screening - Out of State Process cont'd



**\*Please provide the following information to the technician capturing the fingerprints\***

- **Capturing Four-Finger Slaps:**

- Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted to the right:
- Missouri State Highway Patrol will reject or refuse to process any fingerprint cards that have the four finger slap prints at an angle.

- **Capturing Individual Fingers:**

- Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.
- Missouri State Highway Patrol will reject and refuse to process any fingerprint card that contains non-rolled fingerprints.

- **Submitting Fingerprint Cards:**

- Fingerprints may be submitted on standard FD-258 FBI applicant cards
- The fingerprint card must be completely filled-out in legible print. The following information must be included or the Fingerprint Card will not be processed:
  - ✓ Full name
  - ✓ Date of birth
  - ✓ Social Security Number
  - ✓ Home address
  - ✓ Sex
  - ✓ Height
  - ✓ Weight
  - ✓ Hair color
  - ✓ Eye color
  - ✓ Place of birth (state or country only)
  - ✓ Citizenship
  - ✓ Signature

# Fingerprint Background Screening - Out of State Process cont'd

2. Once fingerprints are captured on a fingerprint card and the individuals demographic data is completely filled-put on the fingerprint card, please follow the steps listed below:

- Pre-enroll on the MACHS system at [www.machs.mshp.dps.mo.gov/](http://www.machs.mshp.dps.mo.gov/).
- After registering, the applicant will be routed to the Identogo website for selection of Fingerprint Card Processing.
  - i. All processing fees will be collected during the pre-enrollment process.
  - ii. A pre-enrollment confirmation page will be provided once registration is complete.
- Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.
- Mail the signed pre-enrollment confirmation page and the completed fingerprint card to:

**IdentoGO**

**Cardscan Department – Missouri Program**

**340 Seven Springs Way, Suite 250**

**Brentwood, TN 37027**

- For further instructions, each applicant should contact their employer or agency contacts for those details.

Additional information can be found on the Identogo Missouri website, found at <https://www.identogo.com/locations/Missouri>.

## ITSD Required Documentation – Email Confirmation

- 4. Email [ITSDContractor@oa.mo.gov](mailto: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>

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The project manager will upload the forms to the [Contractor Agreements](#) library which can be found in the Quick Links section of the EPMO page.

Quick Links

Workflow Summary

**Contractor Agreements**

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.