

## BACKGROUND SCREENING VENDOR INSTRUCTIONS

To obtain clearance for employees to enter a state-owned or leased location, please follow these steps:

- **Submission Requirements:** Email the names of all employees seeking clearance to [FMDCContractorScreenings@oa.mo.gov](mailto:FMDCContractorScreenings@oa.mo.gov). Each employee must submit a completed OATH Form, Badge Agreement, and Privacy Notice.
- **Fingerprinting Instructions:** Within 3-5 business days of receiving all required documentation, fingerprinting instructions and a 4-digit registration code will be provided. Fingerprinting results are typically available 10 business days after the appointment.
- **Review and Determination:** Once FMDC receives the fingerprint results, they will be reviewed within 1-2 business days. FMDC Contractor Screenings will then email the determination to the vendor who submitted the forms.
- **Badge Application and Pickup:** Upon approval, FMDC Contractor Screenings will complete and submit a Badge Application to the FMDC Badge Office. The FMDC Badge Office ([FMDCCBadgeOffice@oa.mo.gov](mailto:FMDCCBadgeOffice@oa.mo.gov)) has a 3-5 business day response time and will notify you when the badge is ready for pick up. Badges must be picked up at one of the following locations. Badges will only be mailed via certified mail if your office or requested clearance location is more than 40 miles from one of our badge offices.

**Badge Office Locations:** Jefferson City, Fulton, Kansas City, St. Joseph, St. Louis, Farmington, Springfield

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**Please allow 30-45 days for the entire screening process. Some locations require additional checks that are outside of FMDC Security's control. These agencies may include, but are not limited to, the Missouri State Highway Patrol, Probation and Parole, Department of Corrections, and Alcohol and Tobacco Control.**