

FBI/Highway Patrol Background Check Procedures

Registration Process and Procedures - Missouri Residents

All applicants must pre-register at the Missouri Automated Criminal History Site (MACHS) www.machs.mo.gov for a fingerprint-based background check. The background check is performed by both the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). After pre-registration, all Missouri-based applicants must visit one of the IdentoGo® office locations for fingerprinting (see the “Search for Fingerprint Locations Near You” link at www.machs.mo.gov).

A four-digit registration code is required to ensure that the results of the background check are returned to the correct organization for processing. Please see the following charts for the appropriate registration codes.

If You are Already Employed by a Missouri School District or If You Know Which District Will Be Employing You	
Your Occupation	Use this Registration Code
Administrator, Principal, Teacher, Substitute Teacher, Paraprofessional	Summersville Teacher = 2104 Summersville Substitute = 2105
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	Contact your Employing School District for the appropriate registration code.
Secretary, School Nurse, Custodian, Lunch Room Worker, Volunteer, etc.	
School Bus Driver	

If you are employed (substitute teacher) by more than one school district, you can choose to follow the [Advanced Procedures for Substitute Teachers seeking to work in Multiple School Districts](#) to initiate your fingerprint-based background check.

If You are Not Already Employed by a Missouri School District or Do Not Know which Missouri School District will Employ You	
Your Occupation	Use this Registration Code*
Administrator, Principal, Teacher	2300
Substitute Teacher	2301
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	2300

**The information generated by these codes cannot be accessed by school districts. An additional background check may be required for employment purposes.*

Registration Process and Procedures - Non-Missouri Residents

Applicants located outside the state of Missouri are also required to pre-register (see above) at the MACHS website (www.machs.mo.gov) to initiate their fingerprint-based background checks. After pre-registration, these applicants must mail their completed fingerprint cards to IdentoGo® for processing. For detailed directions, please access the IdentoGo® website at: https://www.identogo.com/uploads/general/UEP-MO-card-scan-instructions_2025_March.pdf

If you have any questions about the registration process or fingerprinting procedures outside of Missouri, please contact IdentoGo® customer service at 844-543-9712 or the Missouri State Highway Patrol's Criminal Justice Information Services Division (CJIS) at 573-526-6312.

Internet Access and Fingerprinting Site Locations

Applicants who do not have internet access may contact IdentoGo® at 844-543-9712 to initiate and complete the registration process. Please note: a four-digit registration code (see codes above) is required to initiate and complete the online registration process. All Missouri IdentoGo® fingerprint locations are listed at the MACHS website's "Search for Fingerprint Locations Near You" link (www.machs.mo.gov).

Processing Fees

The processing fee for both Missouri and Non-Missouri residents is \$43.50. Missouri residents will complete payments on site during the fingerprinting process. Non-Missouri residents will complete payments online during the pre-registration process. For additional information about fees, please visit [MACHS Fingerprint Portal FAQ](#)

Fingerprint/Background Check Results

Fingerprint-based background check clearance information will be recorded on the educator's [DESE Profile](#) page.

Fingerprint-based background check reports will also be made available on the MACHS website for the designated school district, based upon the registration code provided during the pre-registration process.

Fingerprint-based background check results for non-certified staff members and bus drivers will not be available on the DESE *Educator Certification System* website and cannot be used for certification purposes. These results will only be available to the designated school district, based upon the registration code provided during the pre-registration process.