

**Hume R-VIII School District
County Code 007-125
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.

Below are the codes to use for Hume R-VIII School District:

- **0152 Administrator, Principal, Certified Teacher**
- **0153 Substitutes, Paraprofessional**
- **0154 Uncertified employees (i.e. custodians, secretaries), Volunteer**
- **0155 Bus Drivers**
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If you are employed by more than one school district, choose only one district's registration code number to initiate your fingerprint-based background check. All Missouri public school districts are able to share fingerprint results with each other (based on district policy). Please note that shared fingerprint results must be less than one year old to be accepted as valid.

If you are NOT already employed by a Missouri school district	
Occupation	Registration Code*
Administrator, Principal, Teacher	2300
Substitute Teacher	2301
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	2300
<i>*The information generated by these codes cannot be accessed by school districts. An additional background check may be required for employment purposes.</i>	

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.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 MSHP'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 \$40.50. 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 www.machs.mo.gov. **The Hume R-VIII School District will reimburse employee/volunteer this fee with valid receipt turned into the Business Manager.**

Fingerprint/Background Check Results

Fingerprint/Background check information for educators and substitute teachers will be recorded on their profile page at the Missouri Department of Elementary and Secondary Education (DESE) *Educator Certification System* website. The reported results will be made available to the designated school district, based upon the registration code provided during the preregistration process.

The 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.

Important Notice from the Missouri State Highway Patrol Concerning Your Fingerprint-Based Background Check

As an applicant who is the subject of a state and/or national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you are hereby notified that by providing your fingerprints to the Missouri State Highway Patrol (MSHP) or IdentoGo®, the Missouri Fingerprint Services vendor, you agree to the following:

- Your fingerprints will be used to check the criminal history record files of the MSHP and/or the FBI.
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files.
- Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice should be directed to the Missouri State Highway Patrol Criminal

Justice Information Services Division at 573-526-6153 or by email at machs@mshp.dps.mo.gov.