



# ST. JOSEPH SCHOOL DISTRICT

## FBI/HIGHWAY PATROL BACKGROUND CHECK PROCEDURES

### Scheduling an Appointment (Missouri residents)

To be fingerprinted for the Department of Elementary and Secondary Education through IdentoGo, You must first register with MACHS, which is located at [www.machs.mo.gov](http://www.machs.mo.gov). Once you are on their website click on “**Click Here to register with the finger print portal**” located in the middle of the page. Then click on “**Click here to register with MACH**”. It will then ask you to enter the 4-digit code listed below. After you enter your MACHS Registration code and input the necessary information, you will hit “**Register**”. It will then provide you with your Transaction Control Number (TCN) number, have you look over the information you entered to make sure it is correct, and then it will prompt you to click on “**Complete Registration**”. After you hit complete registration, you will then be re-directed to the IndentoGo registration page where you will review your information, and click “**Correct**”. You will then choose an option for how you would like to complete the fingerprint session. You will want to choose “**Register for Digital Fingerprinting Services**”. It will then allow you to enter your zip code and give you a list of nearby fingerprinting sites. You will want to take your Transaction Control Number (TCN) number and UEID with you to be fingerprinted.

You must have a 4-digit registration code to register for **BOTH** an **FBI** and **Highway Patrol** check for a **total of \$40.50**. Completing only a Highway Patrol check is **NOT** sufficient. This 4-digit registration code ties all agency-identifying information together to ensure that your background check response is returned to the correct agency. **Be sure to enter the correct code listed below**. If the wrong code is entered it could mean repeating the fingerprint and payment process, as well as a delay in the start of your employment with the school district.

### St. Joseph School District Four-Digit Registration Code

**Substitute Teachers** who are employed by the St. Joseph School District should use the **code 0229**.

### Fingerprinting Fee

The fee for the fingerprinting process is **\$40.50**. All certified staff, including substitute teachers, and licensed professionals will be responsible for the cost of the fingerprinting fee. After you have registered you will want to print the verification page that shows your Transaction Control Number (TCN). This number can be used to track your fingerprints through the process.

### Fingerprint Results

If you are an educator, substitute teacher, or student teacher, your fingerprint information will be recorded automatically on your profile page in the online Educator Certification System. Results of fingerprints are generally reported to the Educator Certification within 2-3 weeks from the date of appointment.