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Governor
State of Missouri

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DIVISION OF PROFESSIONAL REGISTRATION

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MISSOURI STATE COMMITTEE OF INTERPRETERS

3605 Missouri Boulevard
P. O. Box 1335
Jefferson City, MO 65102-1335
573-526-7787
573-526-0661 FAX
800-735-2966 TTY Relay Missouri
800-735-2466 Voice Relay Missouri
interpreters@pr.mo.gov
<http://pr.mo.gov/interpreters>

Pamela Groose
Executive Director

Attention Applicants:

GUIDELINES FOR COMPLETING AND SUBMISSION OF THE APPLICATION

THE APPLICATION MUST BE TYPED OR PRINTED BY HAND IN BLACK INK. The application is a part of the licensed interpreter's permanent file and at a later date will be electronically scanned. To insure accurate reproduction, the application form must be typed or printed in black ink.

TEMPORARY LICENSE APPLICANTS: Please be aware that the temporary license will only be good for 90 days and that temporary licenses can only be issued once per year to an interpreter.

SECTION I - APPLICATION INFORMATION – ALL APPLICANTS:

- When completing the NAME section, please use the following order: Last name, First name, Middle initial and Suffix such as Jr., III etc. Include a maiden in the appropriate section if applicable.
- The state committee is required to collect social security numbers. Please complete the enclosed Social Security Disclosure Notice.
- For date of birth please list month, day and year using numbers. For example a birth date of January 1, 1972 would be 01/01/1972.
- If the applicant uses a post office box, a street address is needed also.
- **Employment setting** - If the applicant is employed at a school district, for example, list the name and location. If the applicant works through a referral service, the name and address of the referral service needs to be entered on the application. Interpreters may have several sources of employment. Please list the primary place of employment. If the applicant is self-employed, enter self-employed in the section CURRENT PLACE OF EMPLOYMENT.

SECTION II – CERTIFICATIONS

Please indicate any and all applicable certifications that you hold and provide copies of your certification cards.

Note: Missouri does not accept an RID CI certification or RID CT certification, we only accept the RID CI/CT certification.

SECTION III – EDUCATION

List any college, university or professional school such as junior or community college that has been attended. Also, attendance dates can be listed by month and year.

SECTION IV – ADDITIONAL INFORMATION

If the applicant marks a YES in any of the questions, a brief explanation is required. The explanation must be typed or printed in black ink on a separate sheet of paper, signed by the applicant and included with the

application form. If the applicant fails to provide an explanation for a "YES" response, the state committee cannot process the application for review.

SECTION V – STATEMENT OF APPLICANT

Please read this section carefully and sign and date the application.

CRIMINAL BACKGROUND CHECK AND FINGERPRINTING:

There are two options for submitting fingerprints to the board office. Section 43.543 RSMo of Missouri law authorizes state agencies to conduct a background check with the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI).

Please provide proof of submission of fingerprints for criminal background check. You can obtain this proof from the vendor that you go to in order to submit your fingerprints.

Option 1: If you choose this method for collection of fingerprints, results are typically received in the board office within 7-10 days after the fingerprints are collected. Option 2: if you choose this method for collection of fingerprints, results can take up to 8 weeks to receive.

Applicants within or close to Missouri may have their fingerprints electronically collected (See option #2 for manual collection of fingerprints)

FOR FINGERPRINTS ELECTRONICALLY COLLECTED (OPTION #1):

Please follow the steps outlined below.

- **STEP 1:** You must register with the Missouri Automated Criminal History Site prior to Cogent 3M collecting your fingerprints. You may schedule your appointment with Cogent 3M by visiting the following website: www.machs.mo.gov and go through the following steps:

Choose "Click Here to Access MACHS Fingerprint Search Portal to schedule a background check by Fingerprints." (NOTE: If you do not have internet access, please contact Cogent 3M at 877-862-2425 and a Fingerprint Services Representative will register you.)

- **STEP 2:** Choose "I have a 4 digit Registration Number that was provided by my employer or licensing agency" (Note: the Registration Number for the State Committee of Interpreters is 5418.)
- **STEP 3:** Enter the Registration Number 5418 and press "Populate."
- **STEP 4:** Complete the form. Note: Any fields with a red asterisk (*) must be filled in.
- **STEP 5:** Answer no that your fingerprints are being collected because you are a volunteer.
- **STEP 6:** You are not required to have notarized clearance letters.
- **STEP 7:** You should be viewing your confirmation page. This confirmation page will provide you with your Transaction Control Number (TCN). This is a unique number and you will be able to use this number to inquire about the status of your background check. Click "Schedule Fingerprinting" and this will transfer you to Cogent's website to begin the scheduling and/or walk in fingerprint process.
- **STEP 8:** Applicants will have the option to pay for their background check via credit or debit card online OR pay on-site by check, money order or cash.
- **STEP 9:** Making the appointment - there are at least 52 fingerprint services sites throughout Missouri. All sites will have night and/or weekend hours. You are encouraged to visit www.cogentid.com,

Missouri, "Print Locations and Hours" **PRIOR** to visiting the fingerprinting site in case additional sites have opened or unforeseen changes have been made to availability or hours.

- **STEP 10:** You should see a confirmation screen once your appointment has been made. It is recommended that you print this page and take it with you to your appointment

FOR FINGERPRINTS MANUALLY COLLECTED (OPTION #2):

If you choose to submit manually collected fingerprints, please allow up to 8 weeks for results to be received in the board office. Follow the steps below:

- **STEP 1 --** Obtain two inked fingerprint cards captured on a standard FBI-258 applicant fingerprint card. Most police departments offer this service.

The board office has blank fingerprint cards that we can mail to you at your request or you can provide the office that is collecting your fingerprints with our ORI Number – **MO920683Z**

STEP 2 -- You must register with the Missouri Automated Criminal History Site prior to Cogent 3M collecting your fingerprints. You may schedule your appointment with Cogent 3M by visiting the following website: www.machs.mo.gov and go through the following steps:

Choose "Click Here to Access MACHS Fingerprint Search Portal to schedule a background check by Fingerprints." (NOTE: If you do not have internet access, please contact Cogent 3M at 877-862-2425 and a Fingerprint Services Representative will register you.)

- **STEP 3 –** Choose "I have a 4 digit Registration Number that was provided by my employer or licensing agency" (Note: the Registration Number for the State Committee of Interpreters is **5418**.)
- **STEP 4 --** Enter the Registration Number **5418** and press "Populate."
- **STEP 5 --** Complete the form. Note: Any fields with a red asterisk (*) must be filled in.
- **STEP 6:** Answer no that your fingerprints are being collected because you are a volunteer.
- **STEP 7:** You are not required to have notarized clearance letters.
- **STEP 8:** You should be viewing your confirmation page. This confirmation page will provide you with your Transaction Control Number (TCN). This is a unique number and you will be able to use this number to inquire about the status of your background check.
- **STEP 9: --** Write the TCN number on the back of the fingerprint cards.
- **STEP 10:** Complete payment (online or send a money order with the fingerprint cards). Checks or money orders **MUST** be made out to 3M Cogent for the exact amount of the transaction.

- **STEP 11: --** Mail the fingerprint cards (and if applicable, payment) to:
3M Cogent
Missouri CardScan
639 N Rosemead Blvd
Pasadena CA 91107

SOCIAL SECURITY NUMBER DISCLOSURE NOTICE FORM

Please complete the top portion of this form and return with your application and fee.

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