

IMPORTANT NOTICE

TO: Optometry License Applicants
FROM: Brian Barnett, Executive Director
RE: Criminal Background Checks – Fingerprinting Requirements
DATE: July 2012

The State Board of Optometry will be using 3M/Cogent as of July 1, 2012 to fingerprint applicants for licensure/registration.

- **Individuals needing to be fingerprinted within the State of Missouri**

Applicants will need to register with the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov OR telephone 1-877-862-2425.

Upon completing the registration you will receive an 8 digit Transaction Control Number (TCN). This number will be used to track your fingerprints through the background process.

Once you have verified the information to be correct, click “Schedule Fingerprinting” to schedule an appointment with 3M/Cogent.

The State Board of Optometry’s 4 digit code is **0002**.

The cost of electronic fingerprinting is \$44.80 and paid by the applicant to 3M/Cogent.

After you have been fingerprinted, please provide the Board a copy of your receipt, the receipt will be included in your application file to indicate the criminal background check is in process.

- **Individuals needing to be fingerprinted OUTSIDE the State of Missouri**

Applicants will need to contact the Missouri State Board of Optometry at 573-751-0040 or <http://pr.mo.gov/optometrists.asp> to request fingerprint cards to be mailed directly to them via US Postal Service.

Out-of-State applicants will take the fingerprint cards to their local law enforcement office to be fingerprinted; upon completion applicant will return the cards with the fingerprinting fee of \$36.50 (made payable to the State Board of Optometry) directly to the Board office at P.O. Box 1335, Jefferson City, MO 65102-1335.

Missouri Applicant Processing Services Applicant User Guide for State Agency and MOVECHS Fingerprint Search Requests



Changes Effective July 1, 2012



Welcome 3M/Cogent

Missouri's New Fingerprint Services Vendor

3M/Cogent Corp. has won the contract to be Missouri's new fingerprint services vendor. They will be taking the place of L-1 Identity Solutions effective July 1, 2012.

The new contract with 3M/Cogent has many benefits over the old contract including a lower cost, an expanded number of fingerprint services sites and expanded hours of operation to include evening and weekends.

3M/Cogent Fee Schedule:

Fingerprinting Fee	\$8.30
State Fee	\$20.00 (\$14.00 if fingerprinted for foster care pursuant to Section 210.487 RSMo.)
FBI Fee	\$16.50 (\$15.00 for volunteers)
Notarized Letter Fee	\$2.00 (if requested)

Note: The combined fee for applicants needing a standard State and FBI search is \$44.80 unless you qualify for one of the exceptions above. Your fee will be automatically calculated based on the 4 digit registration number that you provide.

The Missouri Automated Criminal History Site

MACHS

If you need to be fingerprinted through 3M/Cogent you must first register with the Missouri Automated Criminal History Site (MACHS).

MACHS is located at: www.machs.mo.gov

Individuals without access to the Internet may contact 3M/Cogent directly at **1-877-862-2425** to have a Fingerprint Services Representative conduct this registration on their behalf.

4 Digit Registration Number

To register with MACHS for a fingerprint search that includes a check of FBI files your employer/licensing agency must have provided you with a 4 digit registration number. This number ties all agency identifying information together to ensure that your background check response is returned to the correct agency in a timely manner.

Notarized Letters

Depending on the purpose of your background check you may have the option to request that notarized clearance letters accompany the final results. There is a \$2.00 surcharge if notarized letters are requested.

Why do I need a Registration Number?

Under the previous contract applicants were required to provide an eight digit Agency ORI Code and another OCA code in order to be fingerprinted for an FBI search. In some cases applicants were required to know a statute for reason fingerprinted as well. To simplify the process, all of the above information has been combined into a simple, easy to remember 4 digit code.

The use of this 4 digit code ensures that you will be conducting the correct type of fingerprint search and that your response is returned to the correct agency in a timely manner. If you do not have a 4 digit code you should contact your employer/licensing agency.



Registering with MACHS

To begin the registration process with MACHS go to www.machs.mo.gov and click the icon to access the MACHS Fingerprint Portal.

Reason for Request

Select the option requiring the 4 digit registration number to begin your registration process.

A screenshot of the Missouri State Highway Patrol's MACHS website. The page header includes the Missouri State Highway Patrol logo and the text: 'Missouri State Highway Patrol', 'Criminal Justice Information Services Division', and 'Missouri Automated Criminal History Site'. Below the header is a navigation menu with links for 'Home', 'About MACHS', 'Contact Us', 'FAQ', and 'Related Links'. The main content area is titled 'Getting Started' and contains the following text: 'Please select the Option below that best applies to your reason for visiting this site. If none of these options applies to you or you have further questions please call us at: 1-573-526-6312'. There are three radio button options: 1) 'I have a 4 digit Registration Number that was provided by my employer or licensing agency.' with a sub-note '- Results will be returned to employer/agency electronically -' and a blue button that says 'You will be forwarded to a form to fill out once you click "Begin" below.' 2) 'I am an individual needing a fingerprint based search to be returned to myself -- or -- My employer or licensing agency did not provide me with a 4 digit Registration Number.' with a sub-note '- Please note: If you are unsure if you need a 4 digit Registration Number please contact your employer or licensing agency. Failure to select the correct option may result in additional fees being assessed if a correction is later needed. -'. 3) 'I previously scheduled an appointment through MACHS to be fingerprinted and need to re-schedule my appointment.' At the bottom of the form are 'Begin' and 'Clear' buttons. The footer of the page shows logos for 'W3C XHTML 1.0' and 'W3C CSS'.

MACHS Applicant Registration

At the top of the registration page you should enter your 4 digit registration number in the space provided. Clicking "Populate" will automatically return a message displaying the name and identifying information of the agency for which you are registering. If the agency that populates is incorrect, please contact your employer/licensing agency to verify that you are using the correct registration number.

The screenshot shows the Missouri State Highway Patrol Criminal Justice Information Services Division registration page. At the top left is the Missouri State Highway Patrol logo. The header text reads: "Missouri State Highway Patrol Criminal Justice Information Services Division Missouri Automated Criminal History Site". Below the header is a navigation bar with links: Home, About MACHS, Contact Us, FAQ, and Related Links. A purple box displays the Transaction Control Number (TCN): MH123456, with a note that it will serve as a unique tracking number. The form is divided into several sections: Contact Information, Personal Information, and a Notarized Letter section. The Contact Information section includes fields for First Name, Middle Name, Last Name, Suffix, Alias First Name, Alias Middle Name, Alias Last Name, Alias Suffix, Street Address, Apt. Number, City, State, Zip Code, Home Phone, Mobile Phone, and E-mail Address. The Personal Information section includes fields for Date of Birth, Gender, Height, Weight, Hair, Eye, Race, Place of Birth, SSN, and Country of Citizenship. At the bottom of the form are buttons for "Schedule Fingerprinting", "Edit Information", and "Cancel".

Once you have verified your agency information you may begin entering your personal demographic data into the spaces provided. Mandatory fields are marked by a red *. When you are finished click "Register".

At the top of the verification page an 8 digit Transaction Control Number (TCN) will be highlighted. This number will be used to track your fingerprints through the background check process.

Once you have verified that the information that you have entered is correct, click "Schedule Fingerprinting" to schedule an appointment with 3M/Cogent.

Volunteers

During registration you will be asked if your background check is being conducted for a position as a volunteer. Be sure to answer this question correctly so that MACHS can use the correct search type and fee for your purpose.

Payment

Before an appointment may be scheduled, you will need to make payment arrangements. You will have the option to pay for your fingerprint search online or at the time of your appointment.

The screenshot shows the Cogent Applicant Fingerprinting Online Services payment page. The header includes the Cogent logo and the text "Applicant Fingerprinting Online Services Step 3 - Credit Card Payment". The registration information is displayed: TCN: MO00011, Name: SANDY SMITH, Transaction Type, and Transaction Fee: \$ 40. A note states: "Fields with the yellow background color are required." The form is divided into two main sections: Credit Card Information and Billing Address. The Credit Card Information section includes fields for Credit Card Type (VISA), Card Number, Card Verification Code (CVV2), Expiration Date, and Name As it Appears On Card. The Billing Address section includes fields for Street Address, City, State, Zip Code, Daytime Phone Number, and Email Address. A "Pay" button is located at the bottom of the form.

Fingerprint Rejections

3M/Cogent and the Missouri State Highway Patrol will make every effort to ensure that your fingerprints are processed and returned to your employer/licensing agency in a timely manner. Unfortunately there are times where individual fingerprint submissions do not have adequate detail to be processed successfully. If your fingerprint submission is rejected for any reason, 3M/Cogent will contact you directly to schedule a new appointment.

Re-scheduling Appointments

Should you need to re-schedule your fingerprinting appointment due to a schedule conflict you may do so via the MACHS Fingerprint Portal by selecting the option to re-schedule.

Missouri State Highway Patrol
Criminal Justice Information Services Division
Missouri Automated Criminal History Site

Home About MACHS Contact Us FAQ Related Links

Getting Started
Please select the Option below that best applies to your reason for visiting this site. If none of these options applies to you or you have further questions please call us at 1-873-526-6312

- I have a 4 digit Registration Number that was provided by my employer or licensing agency.
- Results will be returned to employer/agency electronically -
- I am an individual needing a fingerprint based search to be returned to myself
- Or -
My employer or licensing agency did not provide me with a 4 digit Registration Number.
- Please note: If you are unsure if you need a 4 digit Registration Number please contact your employer or licensing agency. Failure to select the correct option may result in additional fees being assessed if a correction is later needed. -
- I previously scheduled an appointment through MACHS to be fingerprinted and need to re-schedule my appointment.
You will be forwarded to Cogent's re-scheduling page once you click "Begin" below.

Begin Clear

Missouri State Highway Patrol logo and MACHS logo

Appointment Scheduling

Once payment arrangements have been completed, you will be required to schedule an appointment at a Cogent fingerprint services site.

COGENT **Applicant Fingerprinting Online Services**

MSHP Applicant Registration
Step 4 - Make an appointment

Fingerprinting service office:

Jefferson City office
101 Main St.
Jefferson City, MO 65101
The first available appointment for this office is on:
Thursday, February 23, 2012 at 8:30 Am

If you wish to search for a different date or time, enter your selection below:
Date: Time:

February 2012							March 2012							April 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4					1	2	3	4	5	6	7		
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29				25	26	27	28	29	30	31	25	26	27	28	29	30	

Today

After you confirm your appointment you will be provided a receipt that provides your unique transaction control number (TCN) and all appointment information. If possible you should print this page for your records.

Thank You For Using MACHS

Both the Missouri State Highway Patrol and 3M/Cogent strive to ensure that your entire fingerprinting process is as convenient and hassle-free as possible.

Questions about the fingerprinting process may be directed to:

3M/Cogent: 1-877-862-2425

Or

The Missouri State Highway Patrol: 573-526-6312

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a 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 have certain rights which are discussed below.

- You must be notified that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record. (See 28 CFR 50.12(b).)

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council. (See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d), and 906.2(d).)

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

Important Notice 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 must understand that by mailing your fingerprints to the Missouri State Highway Patrol or to Cogent, the Missouri Fingerprint Services vendor, you hereby agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (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 may be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or machs@mshp.dps.mo.gov