

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR LICENSURE – LICENSED AGENCY INVESTIGATOR EMPLOYEE

**Please read these instructions carefully. Failure to complete the application properly and in its entirety could result in the delay of processing your application as well as the review and approval of your application for licensure.**

## Application – Page One (1)

### **Section 1 - Private Investigator Agency Employee Applicant Information**

*Full Name* - You must provide your full first, middle and last name. This is the name that will appear on your license.

*Business Mailing Address* – This is considered your official primary “contact at” address with the Missouri Board of Private Investigator and Private Fire Investigator Examiners and is the address that will be available to the public via Professional Registration’s downloadable listing on the website or by someone contacting the office by telephone. Please note that all correspondence, renewal applications, newsletters etc from this office will be sent to this address.

*Home Physical Address* – You must provide your home physical address for your private investigation business. This is not posted on the website or given to the public.

*3Social Security Number and Disclosure Notice* – You must provide your social security number on the application as well as completing the Social Security Disclosure Notice form. The disclosure notice informs you of the use of your social security number within the Board of Private Investigator and Private Fire Investigator Examiners and the Division of Professional Registration.

### **Section 2 – Employment:**

This section needs to be completed and then signed by the Private Investigator-In-Charge for the agency that you are employed by.

## Application – Page Two (2)

*Licensure History* – If you hold licenses in more than three states, please provide that information on an additional piece of paper and attach it to your application.

*Nature of Business* – Please check all the boxes that apply to the general nature of business that you conduct.

If you answer yes to any of the questions in this section, please provide a full detailed explanation.

Your application needs to be signed in the presence of a notary and then notarized.

## Additional Information

### **APPLICATION FEE**

Please submit the \$50.00 application fee. The application fee can be a business check, personal check, money order or cashier's check made payable to the Board of Private Investigator Examiners. We apologize for the inconvenience but we cannot accept credit cards for payment of the application fee.

### **PHOTOGRAPHS**

You will need to submit two (2) passport style photographs with your application. Please print your name on the back of the pictures and tape one picture in the box located on the bottom of the Social Security Disclosure Notice. You will need to send the other picture with your application, fee etc. [The board recommends that you obtain your passport photo from a company that specializes in these kinds of photographs i.e., Fed Ex Office, Walgreens, Staples etc.](#) If you have any questions, please contact the board office.

### **SOCIAL SECURITY NUMBER DISCLOSURE NOTICE:**

Please complete the top portion of this form and send it with your application, fee and photographs.

### **APPLICATION FOLLOW-UP:**

Once your application has been received and all documentation has been processed you will receive a follow up letter informing you if items are still needed or when your application will be reviewed by the board.

### **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).

*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.*

**PLEASE NOTE:** Fingerprint results are only available on the MACHS secure fingerprint portal for 90 days. You will need to submit your application as soon as possible once fingerprints have been collected and submitted.

**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 (MACHS) prior to IdentoGO/Idemia collecting your fingerprints. You may schedule your appointment with IdentoGO/Idemia by visiting the following website: [www.machs.mo.gov](http://www.machs.mo.gov) and going through the following steps:

*Choose "Click Here Register with the Fingerprint Portal." (NOTE: If you do not have internet access, please contact IdentoGO/Idemia at 844-543-9712 and a Fingerprint Services Representative will register you.)*

- **STEP 2:** Choose "Click here to Register with MACHS" (Note: the Registration Number for the Board of Private Investigator and Private

Fire Examiners is **5415**.)

- **STEP 3:** Enter the Registration Number **5415** and press “Enter.”
- **STEP 4:** Complete the form. Note: Any fields with a red asterisk (\*) must be filled in. Click “Register”
- **STEP 5:** 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 “Complete Registration”
- **STEP 6:** You will be sent to IdentoGO and it will ask you to confirm the person being fingerprinted. If the information is correct click “correct”
- **STEP 7:** Choose the box that says “Register for Digital Fingerprinting Services”
- **STEP 8:** A box with active locations will pop up. If there are locations in a city near you, click “CLICK HERE” to complete registration as a walk in.
- **STEP 9:** Click find location to view locations in your area and type in your city or zip code.
- **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 – **MO920680Z** and OCA Number – **PI**

- **STEP 2 --** You must register with the Missouri Automated Criminal History Site (MACHS) prior to submitting your captured fingerprints to IdentoGO/Idemia. You may register with IdentoGO/Idemia by visiting the following website: [www.machs.mo.gov](http://www.machs.mo.gov) and go through the following steps: (NOTE: If you do not have internet access, please contact IdentoGO/Idemia at 844-543-9712 and a Fingerprint Services Representative will register you.)
- **STEP 3 –** Choose “Click here to Register with the Fingerprint Portal” then “Click here to Register with MACHS” (Note: the Registration Number for the Board of Private Investigator and Private Fire Examiners is **5415**.)
- **STEP 4 --** Enter the Registration Number **5415** and press “Enter.”
- **STEP 5 --** Complete the form. Note: Any fields with a red asterisk (\*) must be filled in. Click “Register”
- **STEP 6:** 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 7: --** Write the TCN number on the back of the fingerprint cards.

- **STEP 8:** After demographic information is complete, you will be routed to IdentoGO for completion by clicking "Complete Registration"
- **STEP 9:** IdentoGO will ask to confirm the person being fingerprinted and click "Correct".
- **STEP 10:** Look at the box that says "To Mail in Your Fingerprint Card" and then click "Register for Fingerprint Card Service"
- **STEP 11:** Confirm you would like to submit Fingerprint Cards by clicking "yes" and confirm date of birth by re-entering Date of Birth, then click "next".
- **STEP 12:** Pay with an authorization code or with a credit card, click "submit"
- **STEP 13:** Once payment is submitted the final registration page will pop up. Complete sections 2 and 3 after printing.
- **STEP 14:** -- Mail the Fingerprint Cards and completed final registration page to:

IdentoGO  
MO Cardscan Department  
6840 Carothers Pkwy, Suite 650  
Franklin, TN 37067

**DO NOT MAIL THE FINGERPRINT CARDS TO OUR OFFICE.**

## **NON CRIMINAL 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.)

# Applicant Release

If you wish to allow the Private Investigator-In-Charge (PIIC) from the agency in which you are applying for an Agency Investigator Employee license to call the Missouri Board of Private Investigator and Private Fire Investigator Examiners and inquire of the status of your application, please read the following. If you agree, sign and date and return with your application.

I, _____ <u>APPLICANT NAME</u> _____, authorize the Missouri Board of Private Investigator and Private Fire Investigator Examiners to discuss anything relative to my application process with the Private Investigator-In-Charge below:	
<i>(Name of Private Investigator-In-Charge – please print)</i>	
1.	
<i>Signature of Applicant</i>	<i>Date:</i>