IMPORTANT NOTICE

TO: Applicants

FROM: Vanessa Beauchamp, Executive Director

RE: Criminal Background Checks – Fingerprinting Requirements

DATE: February 24, 2021

The Missouri Board of Occupational Therapy uses IdentoGo to fingerprint applicants for licensure/registration.

The Occupational Therapy 4 digit code is **6351** (for ALL applicants within or outside Missouri).

- **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 1-844-543-9712 (IDEMIA).
  - Upon completing the registration you will be routed to the IdentoGo website for selection of fingerprint card processing.
  - 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 check process.
  - An email notification will be sent once registration has been complete with a link to a Printable Service Summary and basic instructions

- **Individuals needing to be fingerprinted OUTSIDE of the State of Missouri.**
  - Applicants will need to contact the office via email ot@pr.mo.gov to request a fingerprint card (FD-258) to be mailed directly to them via postal service.
  - Out–of-state applicants will take their fingerprint cards to their local law enforcement office for fingerprinting. The fingerprints may be traditional ink rolled or LiveScan.
  - Upon completing the card requirements, applicants will need to register with the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov **OR** telephone 1-844-543-9712 (IDEMIA).
  - Upon completing the registration you will be routed to the IdentoGo website for selection of fingerprint card processing.
  - Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the below address:

    Prints Inc.-IdentoGo Missouri Card Scan Operations
    100 Salem Court
    Tallahassee, FL 32301

NOTE:
DO NOT submit fingerprints or fingerprint fees to the Board office.

Missouri State Highway Patrol
Applicant Fingerprint Services of Missouri

Reset Form Print Form

Applicant Fingerprint Form for State and FBI Criminal History Background Checks

Section One: Agency Information

AGENCY 4-DIGIT MACHS REGISTRATION NUMBER: 6351

Agency Name: Missouri Board of Occupational Therapy

Agency ORI: MO920713Z Agency OCA: _____

Section Two: The Missouri Automated Criminal History Site (MACHS)

For fingerprinting services through the state electronic fingerprint vendor, you must first register with the Missouri Automated Criminal History Site (MACHS). If you do not have internet access, you may contact the vendor (IDEMIA) at 844-543-9712 for assistance with registration.

MACHS Registration Instructions:
1. Log-on to www.machs.mo.gov
2. Click on the "blue box" Click here to register with the fingerprint portal
3. Click on the "blue box" Click here to register with MACHS
4. Enter the 4-digit registration number provided by your agency. Click "enter"
5. Enter your personal information in the appropriate fields and proceed through the registration process.
6. Near the end of registration, you will be asked to verify all personal data and agency information before proceeding. If all information entered is accurate and complete, click “complete registration.” This will redirect you to IDEMIA’s website for further instruction.
7. Please note your Transaction Control Number (TCN) for future reference.
8. Email and/or phone number, and Date of Birth will be required at the fingerprint vendor location to search for your registration transaction.

The processing fee is automatically calculated based on the 4-digit registration number that was entered at the beginning of registration. All fees are payable to IDEMIA at the time of fingerprinting unless a billing account has been established by your agency.

Once fingerprinting is completed, IDEMIA will transmit your photo, personal data, and fingerprint images to the Missouri State Highway Patrol (MSHP) for processing. The results of the search will be provided to the authorized agency within approximately 1-5 business days. NOTE: IDEMIA does not have access to criminal history. For questions about your results, contact the requesting agency or MSHP. Please reference your TCN.

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Missouri Non-Resident Cardscan

Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of Missouri or physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on a FBI (FD-258) fingerprint card or LiveScan fingerprints printed to a FBI (FD-258) fingerprint card.

   Please provide the following information to the technician capturing the fingerprints

   - **Capturing Four-Finger Slaps:**
     - Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted to the right:

     - Missouri State Highway Patrol will reject or refuse to process any fingerprint cards that have the four finger slap prints at an angle.

   - **Capturing Individual Fingers:**
     - Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.
     - Missouri State Highway Patrol will reject and refuse to process any fingerprint card that contains non-rolled fingerprints.

   - **Submitting Fingerprint Cards:**
     - Fingerprints may be submitted on standard FD-258 FBI applicant cards
     - The fingerprint card must be completely filled-out in legible print. The following information must be included or the Fingerprint Card will not be processed:
       - ✓ Full name
       - ✓ Date of birth
       - ✓ Social Security Number
       - ✓ Home address
       - ✓ Sex
       - ✓ Height
       - ✓ Weight
       - ✓ Hair color
       - ✓ Eye color
       - ✓ Place of birth (state or country only)
       - ✓ Citizenship

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2. Once fingerprints are captured on a fingerprint card and the individuals demographic data is completely filled-out on the fingerprint card, please follow the steps listed below:
   - Pre-enroll on the MACHS system at www.machs.mshp.dps.mo.gov/.
   - After registering, the applicant will be routed to the IdentoGO website for selection of Fingerprint Card Processing.
     i. All processing fees will be collected during the pre-enrollment process.
     ii. A pre-enrollment confirmation page will be provided once registration is complete.
   - Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.
   - Mail the signed pre-enrollment confirmation page and the completed fingerprint card to:

IdentoGO
Cardscan Department – Missouri Program
340 Seven Springs Way, Suite 250
Brentwood, TN 37027

   - For further instructions, each applicant should contact their employer or agency contacts for those details.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process. More information can be found on the IdentoGo Missouri website, found at https://www.identogo.com/locations/missouri.

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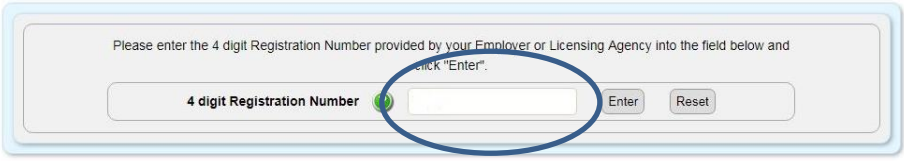
Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Complete registration on the MACHS page (www.machs.mshp.dps.mo.gov/) using the 4-digit registration code provided by the requesting agency.



2. After entering their demographic information is complete, applicant will be routed to the IdentoGO page for completion.
3. Confirm information displayed is correct.

4. Select "Register for Fingerprint Card Processing Service".

5. Confirm you would like to submit Fingerprint Cards by clicking "yes".
6. Confirm Date of Birth by re-entering applicant Date of Birth, then click "Next".

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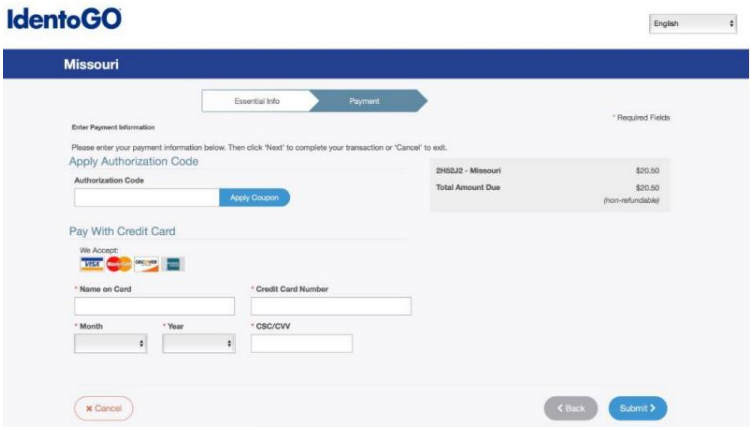
7. Pay using an authorization code provided by agency or employer, or pay with credit card. Once payment information has been entered, click “Submit”.



8. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 after printing. Submit this page along with your fingerprint card for processing to the address listed in Section 4. An example of the final screen is shown below.

9. An e-mail notification will be sent once registration has been complete with a link to a Printable Service Summary and basic instructions.

IdentoGO

Service Details:

Customer:	Hubert B Wolfeschlegelsteinhausenbergerdorff
UE ID:	UZ3R-12VX5S
TCN:	20180614f
ORI:	UEP500000
Service:	2H529S - MO Demo Full State and FBI Fees

This email confirms you have requested your fingerprint-based background check to be done by submitting a Fingerprint Card. In order to process your request, please mail the following documents:

1. The printed and signed IdentoGO registration summary page
2. Completed fingerprint card

The mailing instructions are on the registration summary page.

Click here to view your printable summary page

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28, Code of Federal Regulations (CFR), Section 50.12, among other authorities.

- **Officials must provide to the applicant written notification[1] that his/her fingerprints will be used to check the criminal history records of the FBI.**
- **Officials must ensure that an applicant receives, and acknowledges receipt of, an adequate Privacy Act Statement when the applicant submits his/her fingerprints and associated personal information.[2]**
- **Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the employment, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.**
- **Officials must advise the applicant that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34.**
- **Officials should not deny the employment, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.**
- **Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.[3]**

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

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[1] Written notification includes electronic notification, but excludes oral notification.
[2] See https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement
[3] See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d), 50.12(b) and 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018