

# 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](http://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](http://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 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 asks the user to select an option for their reason for visiting the site. The options are:   
1. 'I have a 4 digit Registration Number that was provided by my employer or licensing agency.' (This option is selected with a radio button). Below this option is 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' (radio button not selected).   
3. 'I previously scheduled an appointment through MACHS to be fingerprinted and need to re-schedule my appointment.' (radio button not selected).   
At the bottom of the form are 'Begin' and 'Clear' buttons. The footer of the page contains 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 MACHS registration page for the Missouri State Highway Patrol. At the top, it displays the Missouri State Highway Patrol logo and the text "Missouri State Highway Patrol Criminal Justice Information Services Division Missouri Automated Criminal History Site". Below this is a navigation menu with "Home", "About MACHS", "Contact Us", "FAQ", and "Related Links". A purple banner displays the Transaction Control Number (TCN) as MH123456, with a note explaining its purpose. The form is divided into several sections: "Contact Information" with fields for First Name, Middle Name, Last Name, Suffix, and their aliases; Street Address, Apt. Number, City, State, Zip Code, Home Phone, Mobile Phone, and E-mail Address; "Personal Information" with fields for Date of Birth, Gender, Height, Weight, Hair, Eye, Race, Place of Birth, SSN, and Country of Citizenship; and a "Notarized Letter" section with a checkbox for "Will/Won't Mail Notarized Results" and a radio button for "For International Use or Not". At the bottom, there 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 "Applicant Fingerprinting Online Services Step 3 - Credit Card Payment" page. It displays registration information for Sandy Smith, including TCN MO00011, Transaction Type, and Transaction Fee of \$40. The page is divided into "Credit Card Information" and "Billing Address" sections. The credit card section shows a Visa card with number 4055011111111111, expiration date 01/2015, and name SANDY SMITH. The billing address is 896 Second St, Jefferson City, Missouri, 65101, with phone number (314) 563-7896. A "Pay" button is visible at the bottom.

