

Be sure you have completed the required background check forms for the Teacher Preparation Program.

Field work: <https://semo.edu/education-health/edu-prep/backgroundcheck.html> (Option 1, Step 1 – waiver form)

Substitute: [https://dese.mo.gov/sites/default/files/fingerprint\\_information\\_form.pdf](https://dese.mo.gov/sites/default/files/fingerprint_information_form.pdf)

Background check registration site:

<https://www.machs.mshp.dps.mo.gov/MACHSFP/home.html>



Click Here



Click Here

Missouri State Highway Patrol  
Missouri Automated Criminal History System (MACHS)

Home About Contact Name Search Portal FAQ Links

Please enter the 4 digit Registration Number provided by your Employer or Licensing Agency into the field below and click "Enter".

4 digit Registration Number  Enter

Missouri State Missouri Department of Transportation

Enter your four-digit registration code and click enter

It is really important for you to enter the CORRECT four-digit code:  
Field Course: 6571  
Substitute: 2301

www.machs.msdp.dps.mo.gov says  
Please verify that the Agency information now showing is correct.  
If not please contact your Agency to verify the number you have is correct.

OK

Contact Name Search Portal FAQ

A pop-up window appears asking you to verify the correct agency is going to receive your background check information. This happens on the next screen. Click OK to proceed.

Please enter the 4 digit Registration Number provided by your Employer or Licensing Agency into the field below and click "Enter"

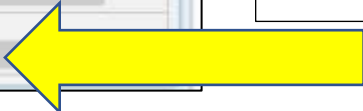
4 digit Registration Number

\*\* indicates a required option

Requesting Entity/Type of Search

ORI *	ORI Name
MOVECH50Z	MISSOURI STATE HIGHWAY PATROL
OCA	OCA Name
VD1E00011	SOUTHEAST MD STATE UNIVERSITY TEACHER EDUCATION

I choose field course work for this example. The OCA Name should say Southeast. If you choose substitute certification it would say DESE



Contact Information

First Name \*  Middle Name  Last Name \*  Suffix

Alias First Name  Alias Middle Name  Alias Last Name  Alias Suffix

Mailing Address \*  Apt. Number

City \*  State \*  Zip Code \*

Home Phone \*  Mobile Phone  E-mail Address

Personal Information

Date of Birth \*  Gender \*  Height \*  in Weight \*  lb Hair \*  Eye \*

Race \*

Country of Citizenship \*  SSN \*  \*\* If Country of Citizenship is US then an SSN is required

Complete your contact information and Personal Information. If you want to complete the Alias boxes, you have to complete all three (not just one).

Sometimes the boxes are in funny places. We do not know why.




**Employer/Requestor Information**

**Business/Agency Name \***  
SOUTHEAST MO STATE UNIVERSITY TEACHER EDUCATION

**Mailing Address \*** **Suite Number**  
1 UNIVERSITY PLAZA MS5500

**City \*** **State \*** **Zip Code \***  
CAPE GIRARDEAU MO: 63701



Scroll to the bottom of the page and click Register

**Missouri Fingerprint Background Check Summary**

**Your Registration is not Complete**

Please read further in order to complete the MACHS Registration process which will pass your registration session to IDEMIA for fingerprinting services.

Once you have reviewed your personal information and have verified the information is accurate, select "Complete MACHS Registration". You will then be forwarded to the Missouri Fingerprint Services Vendor, IDEMIA, for further processing.



If any information is incorrect, click "Cancel".

NOTE: Once you have completed the MACHS Registration Process, the information cannot be changed or corrected. You will need to re-register with MACHS to correct any personal information that is not accurate.

**Your Transaction Control Number (TCN) is:**  
**MP331283**

The MACHS TCN will serve as your tracking number for the Missouri State Highway Patrol. Please keep a copy of this number for your records. The MACHS TCN will be included by IDEMIA in your registration details (receipt) along with IDEMIA's (EID) number.

Contact Information	
<b>Name:</b>	SUSE LOU SMITH
<b>Address:</b>	123 UNIVERSITY PLAZA CAPE GIRARDEAU, MO 63702
<b>Phone:</b>	Home: 5735735732

**Personal Information**

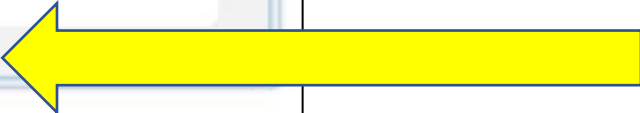
Check your information.  
Accuracy is very important.

Personal Information			
DOB:	02/02/0220	Gender:	FEMALE
Height:	5 8 95 in	Weight:	155 lbs
Hair Color:	BLACK	Eye Color:	BROWN
Race:	UNKNOWN	Place of Birth:	ALABAMA
Citizenship:	UNITED STATES OF AMERICA	SSN:	123231233

Requesting Entity Information / Type of Search			
OR:	MOVECH60Z	Name:	MISSOURI STATE HIGHWAY PATROL
OCA:	V01605011	Name:	SOUTHEAST MO STATE UNIVERSITY TEACHER EDUCATION

Employer / Requestor Information	
Agency:	SOUTHEAST MO STATE UNIVERSITY TEACHER EDUCATION
Address:	1 UNIVERSITY PLAZA MS5500 CAPE GIRARDEAU, MO 63701

If everything is correct click Continue Registration.



MSHP Search | MSHP Home

Colonel Eric T. Olson, Superintendent

## Missouri State Highway Patrol

### Missouri Automated Criminal History System (MACHS)

Home   About   Contact   Name Search Portal   FAQ   Links

The Missouri Applicant Fingerprint Privacy Notice includes the following (3) sections:

- [1. The State and National Rap Back Privacy Notice](#)
- [2. The Noncriminal Justice Applicant Privacy Rights](#)
- [3. The Privacy Act Statement](#)

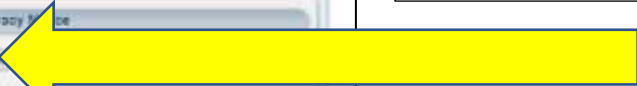
#### State and Federal Rap Back Privacy Notice

Applicants submitting their fingerprint images to the Central Repository for a fingerprint based criminal record check are advised that their fingerprint images will be retained in state and federal biometrics databases, pursuant to Section 43.546 RSMo. If the submitting agency participates in the State and National Rap Back Programs, fingerprint images will be submitted, searched and retained for the purpose of being searched against future submissions to the State and National Rap Back programs; fingerprint searches will also include latent print searches.

The "Missouri Rap Back Program" and "National Rap Back Program" shall include any type of automatic notification made by the State Missouri and/or the Federal Bureau of Investigation through the Missouri State Highway Patrol to a qualified entity indicating that an applicant who is employed, licensed, or otherwise under the purview of the qualified entity has been arrested for a reported criminal offense and the fingerprints for that arrest were forwarded to the Central Repository or the Federal Bureau of Investigation by the arresting agency.

By clicking the "Complete Registration" button of the Missouri Applicant Fingerprint Privacy Notice you are acknowledging the receipt of and agreeing to the terms of the State and National Rap Back Privacy Notice, the Noncriminal Justice Applicant Privacy Rights, and the Privacy Act Statement.

Click Complete Registration



**Please confirm the person being fingerprinted below:**

**Name:** SUSIE LOU SMITH  
**Agency:** Southeast MO State University Teacher Education  
**TCN:** MP331295

Verify the information and click Correct to proceed



## Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Missouri

**Important!** You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

**For Digital Fingerprinting Services (Live Scan)**

To register for digital fingerprinting services at an IdentoGO enrollment center, click the button below.

[Register for Digital Fingerprinting Services](#)

**To Mail In Your Fingerprint Card**

To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to IdentoGO after pickup is made. Only out of state residents or individuals.

[Register for Fingerprint Card Processing Service](#)

Click the green box on the left



Enter a zip code to determine the closest fingerprinting location.

Type 63701



Appo

CC

Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

Walk-in

Zip Code: 63701

Change

Next Week >

	Wednesday 10/16/2019	Thursday 10/17/2019	Friday 10/18/2019	Saturday 10/19/2019	Sunday 10/20/2019	Monday 10/21/2019	Tuesday 10/22/2019
<p><b>Cape Girardeau, MO-Normal Ave</b> IdentoGO 929 Normal Ave Cape Girardeau, MO 63701 This Enrollment Center is located in the basement of Kent Library on the campus of Southeast Missouri State University. Our door is on the east side of the building.</p>	<p style="font-size: x-small;">Schedule Full</p>	<p style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Schedule</p>	<p style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Schedule</p>			<p style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Schedule</p>	<p style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">Schedule</p>

Schedule an appointment. We do not recommend walk-ins. If you choose walk-in you might face a long wait time since appointments have first priority.

Bring a valid government issued ID and payment with you to your appointment. We accept credit/debit cards, business checks, and money orders.