

FBI/Highway Patrol Background Check Procedures

Registration Process and Procedures

All hired applicants must pre-register at the Missouri Automated Criminal History Site (MACHS) www.machs.mo.gov for a fingerprint-based background check. The background check is performed by both the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). After pre-registration, applicants must visit one of the Identigo® office locations for fingerprinting. For those who do not have Internet access, contact Identigo® at 844-543-9712 to initiate and complete the registration process.

Four Digit Registration Code

A four-digit registration code is required to ensure that the results of the background check are returned to this school district. Please see the following chart for the appropriate registration code.

District Name: GRAIN VALLEY R-5

Registration Code used:

SUBSTITUTES 0925

Fingerprinting Fee

The fee for the fingerprinting process for both Missouri and Non-Missouri residents is \$41.75. Missouri residents will complete payments on site during the fingerprinting process. Non-Missouri residents will complete payments online during the pre-registration process.

Fingerprint/Background Results

Fingerprint/Background check information for educators and substitute teachers will be recorded on their profile page at the Missouri Department of Elementary and Secondary Education (DESE) Educator Certification System website. The reported results will be made available to the designated school district, based upon the registration code provided during the pre-registration process. The results for non-certified staff members and bus drivers will not be available on the DESE Educator Certification System website.