

Applicant Fingerprint Form for State and FBI Criminal History Background Checks

Section One: Agency Information

Fingerprint Background Checks can be obtained on the HLGU campus for Substitute Teaching/Certification code 2301

WHERE: HLGU's Department of Public Safety on the 1st floor (previously the library location)

WHEN: Tuesdays and Fridays from 8 a.m. to 4 p.m. If you are unavailable to be fingerprinted at the available times, please call the office at 573-629-3011 to schedule an appointment. *If at all possible, please make every attempt to go between the scheduled days and times. If no one is available, please call Mr. Higdon at 573-248-6268 to schedule a time.*

WHAT TO BRING: Before fingerprinting, you MUST obtain a stamp of approval in the box on this form below from the Office Manager of the Education Division.

AGENCY 4-DIGIT MACHS REGISTRATION NUMBER: 2301 for Substitute Teaching/Certification students who have 60+hours

Agency Name: Hannibal-LaGrange University

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).

MACHS Registration Instructions:

1. Log-on to www.machs.mo.gov
2. Click on the "blue box" MACHS Fingerprint Search Portal
3. Click on the "blue box" to register with MACHS
4. In the yellow-highlighted box, **enter your agency 4-Digit Registration Number "2301" and hit "enter"**
5. Enter your personal information.
6. At the Missouri Background Check Fingerprint Summary **verify** all personal data and agency information before proceeding. If all information entered is accurate and complete, click Register and then on next screen click **Complete Registration**. This will take you to "Important Notice..." READ and then click "I understand and agree." Please note, then write TCN# below and print your **Transaction Control Number (TCN) page. The TCN will be required at the time of fingerprinting to confirm your MACHS registration data.**

Your processing fee is automatically calculated based on the 4-digit registration number that you provide. **For HLGU as a vendor site, payment MUST be made at the time of electronic registration by clicking "Pay by Credit Card"**. Upon completion of the fingerprint appointment, 3M Cogent will transmit your fingerprint background check request to the Missouri State Highway Patrol (MSHP) for processing through the state and FBI. The results of the search will be provided to the authorized agency within 5 to 10 business days.

Section Three: Registration Confirmation (for applicant or agency use)

Applicant Name: _____

TCN (Confirmation Number): _____

Date Prints Taken: _____

Stamp of Approval: