



Missouri State Highway Patrol Applicant Fingerprint Services of Missouri

Applicant Fingerprint Form for State and FBI Criminal History Background Checks

Section One: Agency Information

AGENCY 4-DIGIT MACHS REGISTRATION NUMBER: 5626

Agency Name: Hannibal-LaGrange University

Agency ORI: MOVECHS0Z Agency OCA: V06400001

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) and Universal Enrollment ID (UEID) for future reference.
8. UEID and DOB or method of contact and DOB will be required at the fingerprint vendor location to search for your registration.

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.

Fingerprint Background Checks can be obtained in Palmyra for Main Campus Students

WHERE: 320 South Main Street at Arrow Tax and Accounting in Palmyra (across from the post office) – Phone number is 573-769-2955.

WHEN: Monday – Friday, 8:30 a.m. – 12:00 p.m. or 1:00 p.m. to 4:00 p.m.
Appointments are not necessary but you may have to wait in line.

Fingerprint Background Checks can be obtained in Poplar Bluff.

WHERE: South Central MO Community Action Agency
1716 South Broadway - Poplar Bluff, MO 63901

WHEN: Monday – Thursday, 10:00 a.m. – 12:00 p.m. or 1:00 p.m. to 4:00 p.m.
No Friday appointments.
Appointments are not necessary, but you may have to wait in line.

Fingerprint Background Checks can be obtained throughout Missouri.

To search for a fingerprint vendor in your area go to:

<https://uenroll.identogo.com/workflows/2H59JQ/locator/location>

Your local police department, sheriff's department or Patrol headquarters may also assist you with the fingerprinting process.

WHAT TO BRING: Identification such as driver's license, state ID, passport, etc. and form of payment, credit or debit card in applicant's name or money order.

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Out-of-state students who are not within driving distance of an Idemia Fingerprint Vendor will need to send in a fingerprint card. When registering on the website, select "Register for Fingerprint Card Processing Service" and follow the instructions on the website.