

Out of Country Fingerprint Background Check Procedures

For applicants that are out of the country, registering in the MACHS portal is not an option.

They will need to be fingerprinted on an **FD-258 Applicant Fingerprint Card**, and mail the completed fingerprint card and payment (in US currency) to the Missouri State Highway Patrol (address below).

They can call the MO State Highway Patrol for a card to be mailed to them (573.526.6153 option 3, option 3), or they can go to the FBI's website and download a copy, but they'll need to print the form on cardstock.

FBI's website – FD-258 Application Fingerprint Card:

<https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf/view>

Write the Agency MACHS Registration code (8222) on their fingerprint card or include a cover letter or note with the fingerprint card and check so the card can be traced. Include the ORI code (MO921508Z) in the space provide on the FD-258 form. Get your fingerprints taken on the FD-258 at a qualified location. Mail the card and fee to the Missouri State Highway Patrol.

The fee is \$33.25. Check or Money Order in US currency.

Mail to:

Missouri State Highway Patrol, CJIS

PO Box 9500

Jefferson City, MO 65102-9500