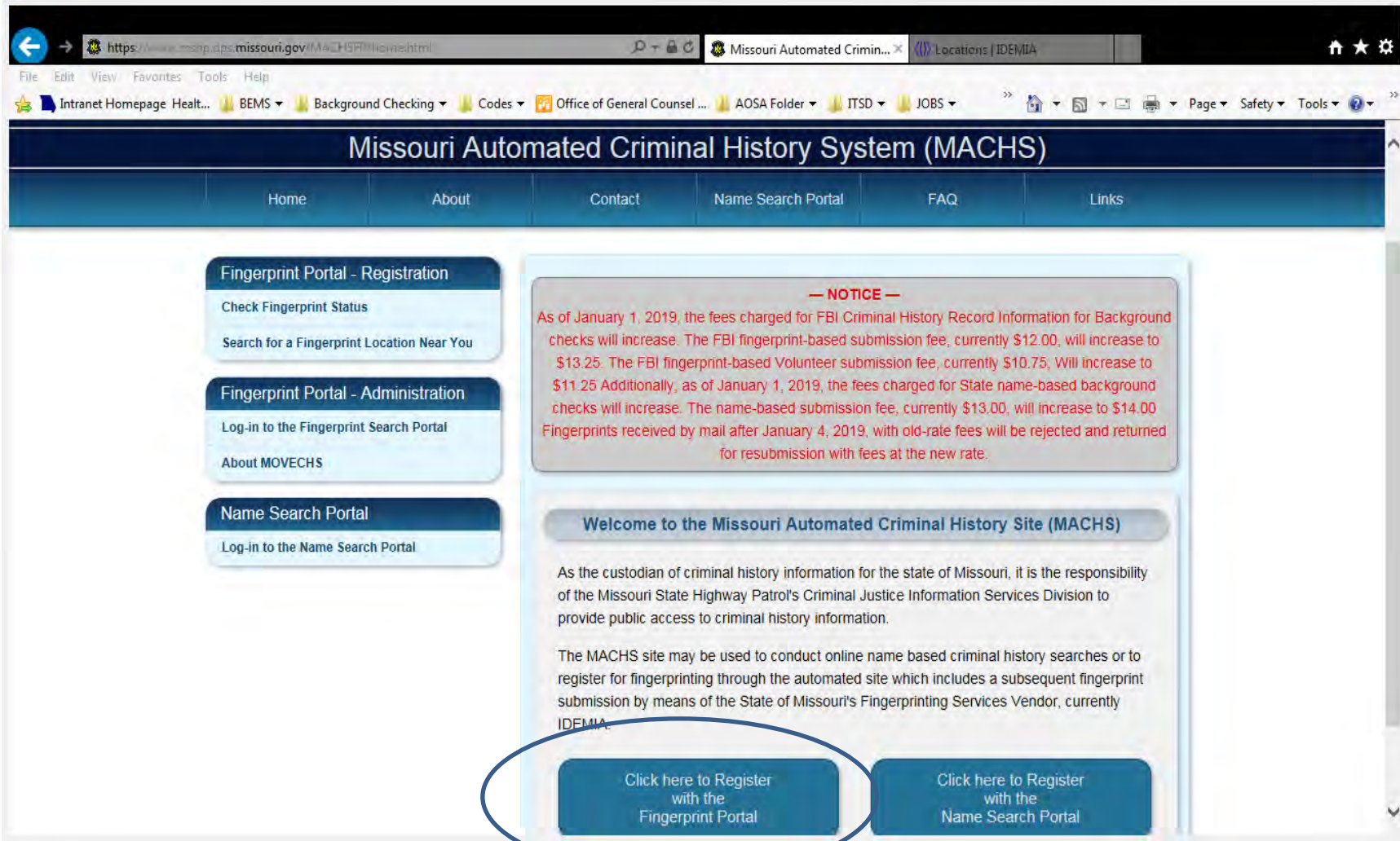


# As of AUGUST 28, 2018 the Missouri Bureau of EMS will NO LONGER ACCEPT PHYSICAL FINGERPRINT CARDS from applicants.

## Please follow these instructions:

1. You will register on the [MACHs website](#) (*per the application instructions on page 1*).
2. PLEASE follow the MACHs link provided and follow each detailed step for "HOW TO MAIL" your fingerprints to IDEMIA. (*For detailed instructions, read [pages 2-13](#) on this document*)
3. Once you have registered on the MACHs website, you must enter your payment information first before proceeding ([page 13](#)). For detailed information on background checks go to our website at <https://health.mo.gov/safety/ems/licensing.php>. Scroll down to the bottom of the webpage.
  - a. INITIALS - Click [Initial Link FPC](#) if this is your first time to apply for a Missouri EMS license.
  - b. Initials pay \$40.50
  - c. RELICENSURES - Click on [Relicensing Link FPC](#) if you are a Missouri EMS relicensure applicant.
  - d. Relicensures are **FREE** and should email the MO Bureau of EMS for instructions and a coupon code prior to registering on the MACHs website.
  - e. EMAIL: [emslicensing@health.mo.gov](mailto:emslicensing@health.mo.gov).
4. After the payment screen, you will need to **PRINT** out the confirmation which has a TCN bar-code that you would need to mail in with your physical card to IDEMIA.
  - a. Locations are found at: <https://www.identogo.com/services/live-scan-fingerprinting>
  - b. For detailed instruction go to pages 14-26 of this document.
  - c. Identogo will email you your APPOINTMENT receipt (see example on pg 26 of this document).
5. Please DO NOT register on MACHs multiple times! For status updates regarding your MACHs registration and fingerprint results READ [page 27-29](#).

1. Click on “Click here to Register with the Fingerprint Portal.”



2. Read the instructions first, and then click on the "Click here to Register with MACHS" tab.

https://www.mshp.dps.missouri.gov/MACHSFP/wizard.html

MACHS Fingerprint Portal F...

File Edit View Favorites Tools Help

Intranet Homepage Healt... BEMS Background Checking Codes Office of General Counsel... AOSA Folder ITSD JOBS

MSHP Search | MSHP Home

Colonel Sandra K. Karsten, Superintendent

Missouri State Highway Patrol

Missouri Automated Criminal History System (MACHS)

Home About Contact Name Search Portal FAQ Links

**MACHS Fingerprint Search Portal**

- To register with MACHS to be fingerprinted for a State and/or FBI Criminal Background Check your employer or licensing agency must have provided you with a registration number to enter when registering.
- If you do not have a registration number, please contact your employer or licensing agency to receive one.
- If the purpose of the criminal history search is not for an employer or licensing agency but is instead for yourself for personal review purposes, please contact our office at (573) 526-6312 for further instructions.

Click here to Register with MACHS

HTML 5

3. Next... Enter your four-digit code in the box provided above. This is the four-digit code on the letter for Missouri licensees [Background Checks](#).

a. Initials enter code "2419"

b. Relicensures enter code "8094" -- Then Click "Enter."



The screenshot shows a web browser window displaying the Missouri State Highway Patrol's Missouri Automated Criminal History System (MACHS) portal. The browser's address bar shows the URL: <https://www.lmhr.state.mo.gov/MACHSForm.html>. The page header includes the Missouri State Highway Patrol logo and the name of the Superintendent, Colonel Sandra K. Karwan. Below the header, there is a navigation menu with links for Home, About, Contact, Name Search Portal, FAQ, and Links. The main content area features a form with the following text: "Please enter the 4 digit Registration Number provided by your Employer or Licensing Agency into the field below and click Enter". The form contains a text input field labeled "4 digit Registration Number" with a green checkmark icon to its left, and two buttons labeled "Enter" and "Reset". A red circle highlights the input field and the "Enter" button.

4. Next... Type all your personal information on this page.

The screenshot shows a web browser window with the URL <https://www.msp.ms.gov/MCHQTF/form.htm>. The browser's address bar shows "click 'Enter'". The page contains a form with the following sections:

- 4 digit Registration Number:** A text input field containing "8094" and "Enter" and "Reset" buttons.
- Requesting Entity/Type of Search:**
  - ORI:** ORI Name: DEPARTMENT OF HEALTH AND SENIOR SERVICES, BUREAU OF EMS
  - OCA:** OCA Name: DEPARTMENT OF HEALTH AND SENIOR SERVICES
- Contact Information:**
  - First Name, Middle Name, Last Name, Suffix (dropdown)
  - Alias First Name, Alias Middle Name, Alias Last Name, Alias Suffix (dropdown)
  - Mailing Address, Apt. Number
  - City, State (dropdown: Missouri), Zip Code

The screenshot shows a web browser window with the URL <https://www.msp.ms.gov/MCHQTF/form.htm>. The browser's address bar shows "click 'Enter'". The page contains a form with the following sections:

- Home Phone, Mobile Phone, E-mail Address:** Three text input fields.
- Personal Information:**
  - Date of Birth, Gender, Height, Weight, Hair, Eye (dropdown)
  - Race, Place of Birth (dropdown)
  - Country of Citizenship, SSN (with a note: "\*\* If Country of Citizenship is US then an SSN is required")
- Employer/Requestor Information:**
  - Business/Agency Name: DEPARTMENT OF HEALTH AND SENIOR SERVICES
  - Mailing Address: POST OFFICE BOX 570, Suite Number
  - City: JEFFERSON CITY, State: MO, Zip Code: 65102



ie. this page is a zoom view of same page as above (pg. 5).

The screenshot shows a web browser window with the URL <https://www.mshp.dps.missouri.gov/MACHSFP/form.html>. The browser's address bar and menu bar are visible. The form itself is titled "MACHS Fingerprint Portal F..." and contains several sections of input fields:

- Personal Information:** Date of Birth (\*), Gender (\*), Height (\*), Weight (\*), Hair (\*), Eye (\*), Race (\*), Place of Birth (\*), Country of Citizenship (\*), and SSN (\*\*). A red note states: "\*\* If Country of Citizenship is US then an SSN is required".
- Employer/Requestor Information:** Business/Agency Name (\*), Mailing Address (\*), Suite Number, City (\*), State (\*), and Zip Code (\*).

The "Register" button is circled in blue, and the "Reset" button is also visible. At the bottom of the page, there are logos for HTML5 and a stylized 'E' logo.

5. Fill in this entire page, complete each box that has a red asterisk (\*) by it.

6. Click "Register" when finished.

7. This is the screen that will pop up next after you have clicked "Register."

8. Double check all the information you entered, making sure it is correct.

**Your Registration is not Complete**

**Please read further in order to complete the registration process.**

Once you have verified your personal registration data and you are positive the information is accurate, select "Complete Registration". You will be forwarded to the Missouri Fingerprint Services vendor for payment.

If any information is incorrect, click "Cancel".

**NOTE:** Once you have submitted your MACHS registration, the information cannot be corrected and you will be required to repeat the process and pay all applicable processing fees.

---

**Your Transaction Control Number (TCN) is:**  
**MP021065**

This number will serve as your unique tracking number throughout the Missouri Fingerprint process. Please keep a copy of this number for your records.

(Sample registration below)

Contact Information			
<b>Name:</b>	TEST T TEST		
<b>Address:</b>	123 MAIN STREET JEFFESON CITY, MO 65101		
<b>Phone:</b>	Home: 5735266153		
<b>E-Mail Address:</b>	LINDA.LUECKENHOFF@MSHP.DPS.MO.GOV		

Personal Information			
<b>DOB:</b>	01/01/2000	<b>Gender:</b>	FEMALE
<b>Height:</b>	5 ft 06 in	<b>Weight:</b>	140 lbs
<b>Hair Color:</b>	BROWN	<b>Eye Color:</b>	BLUE
<b>Race:</b>	WHITE	<b>Place of Birth:</b>	COLORADO
<b>Citizenship:</b>	UNITED STATES OF AMERICA	<b>SSN:</b>	123445555

Requesting Entity Information / Type of Search			
<b>ORI:</b>	MO920350Z	<b>Name:</b>	DEPARTMENT OF HEALTH AND SENIOR SERVICES, BUREAU OF EMS
<b>OCA:</b>	EMSPA	<b>Name:</b>	DEPARTMENT OF HEALTH AND SENIOR SERVICES

Employer / Requestor Information	
<b>Agency:</b>	DEPARTMENT OF HEALTH AND SENIOR SERVICES
<b>Address:</b>	POST OFFICE BOX 570 JEFFERSON CITY, MO 65102

9. Click "Complete Registration" if all of your information is correct. If there is an error, click on "Edit."

10. First Click on each (#1-#3) and READ the State and Federal Privacy Notices below.
11. THEN... Click on "Complete Registration" once you have READ this information.
12. Clicking on "Complete Registration" will redirect you to the IdenToGO website.

**Missouri Applicant Fingerprint Privacy Notice**

The Missouri Applicant Fingerprint Privacy Notice includes three (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 43.540 RSMo. If the submitting agency participates in the State or 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.

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**NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

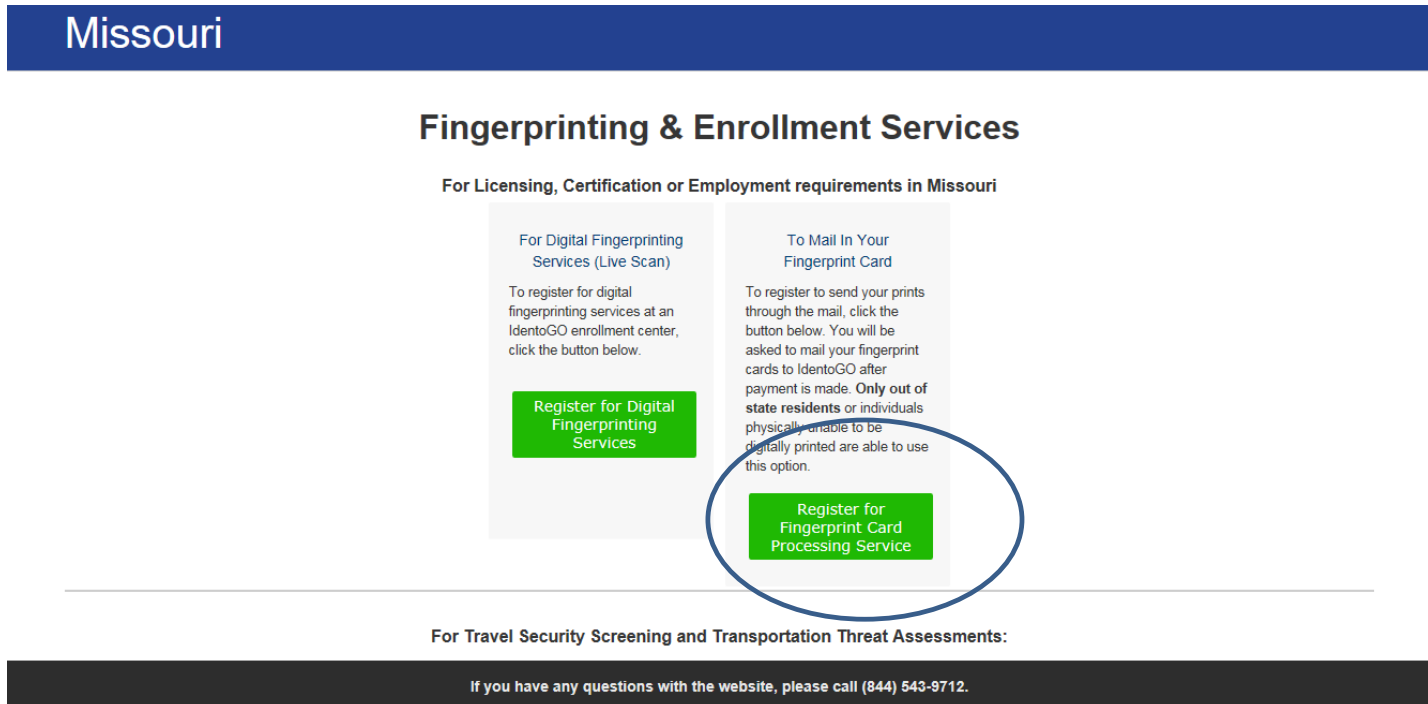




- 13. Verify the registration:
  - Initials (2419)
  - Relicensures (8094)

- 14. Click "correct" if all looks good.

15. If you are unable to come to Missouri to be fingerprinted at an Identogo site, you must select "To Mail in Your Fingerprint Card". Click "Register for Fingerprint Card Processing Service" as shown below.
16. Here is the link for fingerprint card processing: <https://www.identogo.com/services/live-scan-fingerprinting>.
  - a. From the Identogo website, select "Fingerprint Card" on the left side of the screen, at the bottom there is a box that says "Print-n-go", schedule an appointment. (Please note that fingerprint cards are only available in select locations. Make certain to check availability when scheduling your appointment. Prices may vary by state.)
  - b. For detailed instructions or to locate an Identogo nearest you, go to [pages 14-26](#) of the document.



**\*\*Remember.... If you are an Out of State (OoS) relicensure or initial licensure, please follow the hard copy FPC processing instructions.**

17. STOP! Out of State applicants need to Click "**Register for Fingerprint Card Processing Service**" and follow the instructions on [pg 11](#).
18. Then you will MAIL your Hard copy Fingerprint Card's (FPC) to IDEMIA (instructions are on [pages 14-26](#))

*NOTE: Out of State applicants may also choose to drive over state lines into MO to be fingerprinted at their nearest Identogo location for live scan fingerprinting.*

# STOP

IMPORTANT! Read ALL instructions first before proceeding.

To submit Fingerprint Cards for a Missouri state background check you will be required to complete the following steps:

1. **Pay for Service** using credit card or an agency provided authorization code.  
You will need to **enter your date of birth to confirm identity before making payment**.  
Once payment is completed, you will be provided a pre-enrollment / registration confirmation page.
2. **Print and sign the completed pre-enrollment / registration confirmation page**, containing a barcode printed on the top right of the page.
3. **Obtain fingerprints on FBI (FD-258) fingerprint card** and complete personal information on the fingerprint card.
4. **Mail in the signed confirmation page and completed fingerprint card** to the mailing address provided on the confirmation page.

By continuing this registration process, you are affirming that you are either:

- An out of state resident, or
- Physically unable to be digitally fingerprinted.

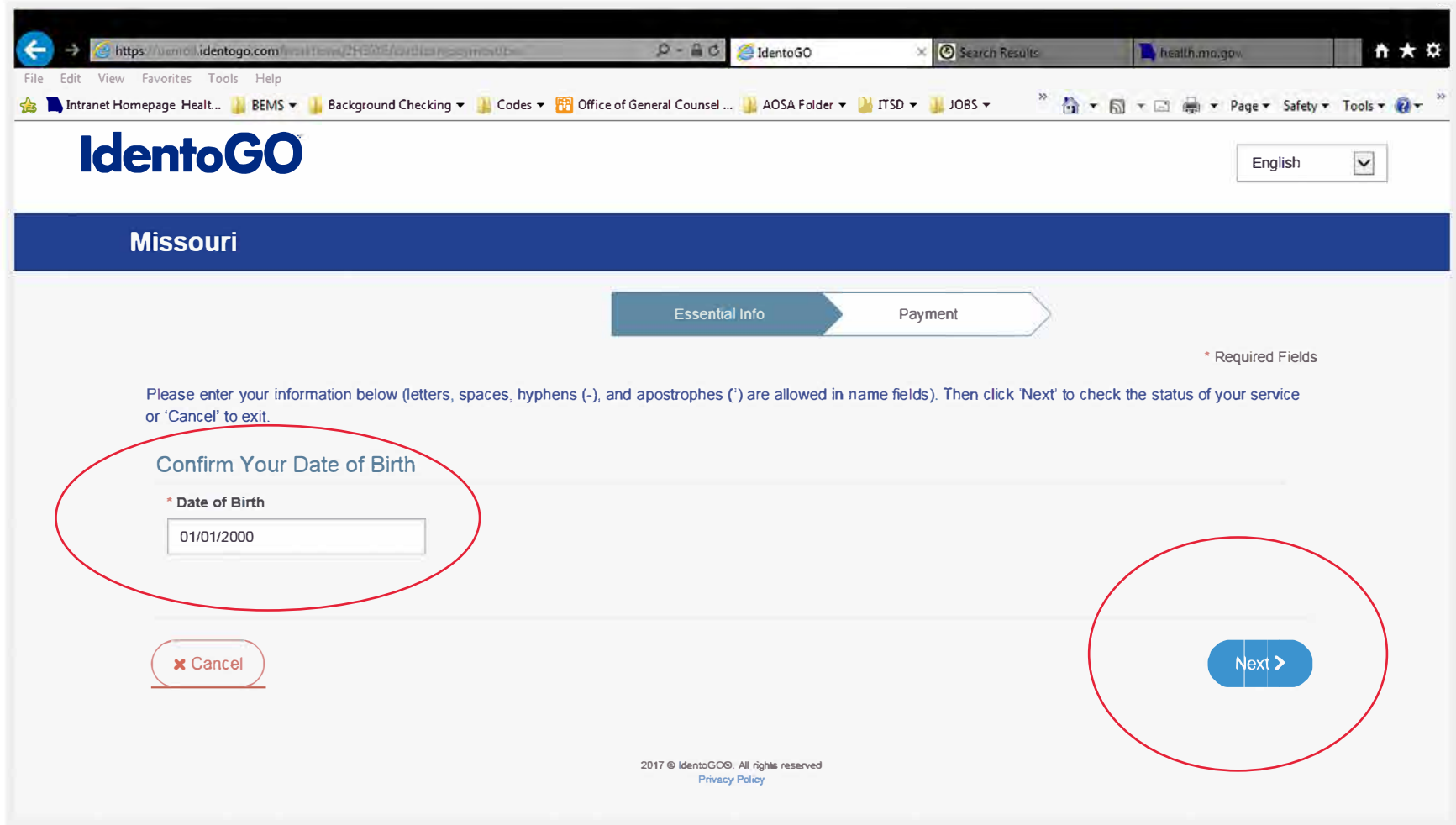
no yes

If you have any questions with the website, please call (844) 543-9712.

REFUND POLICY | PRIVACY STATEMENT

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19. Click **YES** after you have read (1-4) the instructions above to confirm "**YES**" you are an out of state licensee.



20. Confirm your Date of Birth and click NEXT.

# PAYMENT:

21. INITIALS -- Enter **YOUR CREDIT CARD OR DEBIT CARD** information here.

**RELICENSURES** -- Enter the "one time use" Authorization Code emailed to you by the MO Bureau of EMS for the Payment and click "Apply Coupon."

IdentoGO

Missouri

Essential Info | Payment

Enter Payment Information \* Required Fields

Please enter your payment information below. Then click 'Next' to complete your transaction or 'Cancel' to exit.

**Apply Authorization Code**

Authorization Code

**Pay With Credit Card**

We Accept:

\* Name on Card  \* Credit Card Number

\* Month  \* Year  \* CSC/CVV

2H56X6 - Missouri Department Of Health And Senior Services \$40.50

**Total Amount Due** \$40.50 (non-refundable)

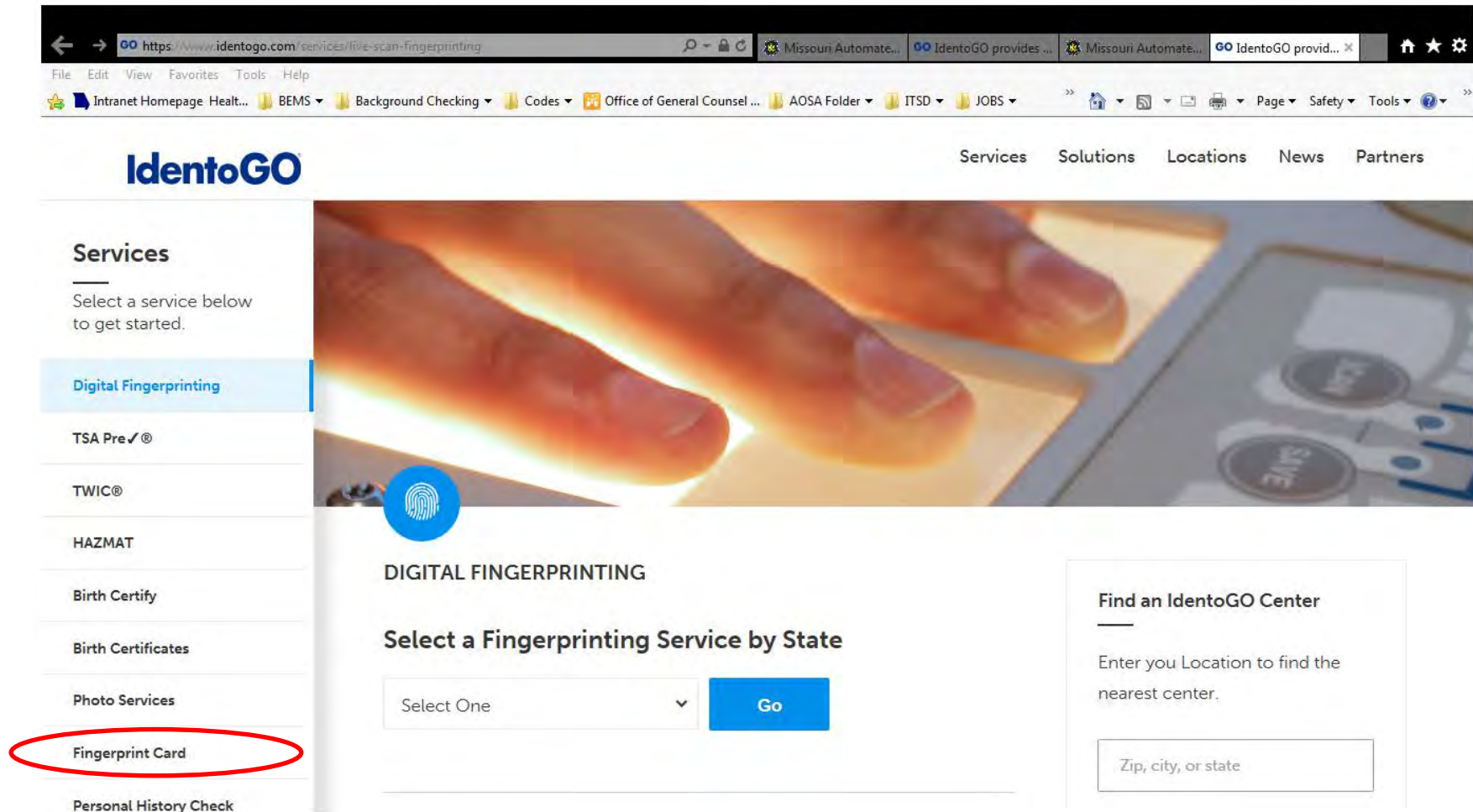
22. After you have paid, you will be redirected to a page with your TCN and Bar code

**\*IMPORTANT** -- Please PRINT THIS PAGE... You will need it for mailing your Fingerprint card to IDEMIA.



# Instruction on how to find an IdentoGO location nearest you:

1. Go to the IdentoGO website at <https://www.identogo.com/services/live-scan-fingerprinting>. Click on “Fingerprint Card” in the left hand pane.



The screenshot shows a web browser window with the URL <https://www.identogo.com/services/live-scan-fingerprinting>. The page features the IdentoGO logo at the top left and a navigation menu at the top right with links for Services, Solutions, Locations, News, and Partners. On the left side, there is a vertical menu titled "Services" with the instruction "Select a service below to get started." The menu items are: Digital Fingerprinting, TSA Pre✓®, TWIC®, HAZMAT, Birth Certify, Birth Certificates, Photo Services, **Fingerprint Card** (circled in red), and Personal History Check. The main content area displays a large image of a hand being scanned, with a blue fingerprint icon overlaid. Below the image, the text reads "DIGITAL FINGERPRINTING" and "Select a Fingerprinting Service by State". There is a dropdown menu currently set to "Select One" and a blue "Go" button. To the right, there is a section titled "Find an IdentoGO Center" with the instruction "Enter you Location to find the nearest center." and a text input field labeled "Zip, city, or state".

## 2. Scroll down the page and click on [“Print-n-GO! Schedule Appointment.”](#)”

The screenshot shows a web browser window with the URL <https://identogo.com/services/fingerprint-card>. The page features a left-hand navigation menu under the heading "Services" with the instruction "Select a service below to get started." The menu items include Digital Fingerprinting, TSA Pre✓®, TWIC®, HAZMAT, Birth Certify, Birth Certificates, Photo Services, and Fingerprint Card (which is highlighted). The main content area contains a paragraph explaining that many government organizations require physical copies of fingerprints, and IdentoGO Centers offer digital collection and printing onto an FD-258 card. A prominent blue button labeled "Print-n-GO!" is positioned above a blue button labeled "Schedule Appointment", which is circled in red. A note below the buttons states: "Please note that fingerprint cards are only available in select locations. Make certain to check availability when scheduling your appointment. Prices may vary by state." On the right side of the page, there is a section titled "More IdentoGO Services:" with sub-sections for "PHOTO SERVICES >" and "PERSONAL HISTORY CHECK >". The footer of the page includes the IdentoGO logo and navigation links for "About Us", "Digital Fingerprinting", "TSA Pre✓®", and "TWIC®".

### 3. Click on “Schedule or Manage Appointment.”

The screenshot shows a web browser window with the URL <https://uenroll.idento.com/workflows/1111G2>. The browser's address bar and tabs are visible at the top. Below the browser, the IdentoGO logo is on the left, and a language dropdown menu is on the right, set to "English".

The main content area has a dark blue header with the text "1111G2 - Retail Services Print and Go". Below this, there is a "Back to Home" link. The primary action item is "Schedule or Manage Appointment", which is circled in red. Its description is "Schedule an in-person appointment or change an existing appointment." Below this are two informational sections: "What do I need to bring to enrollment?" and "Locate an Enrollment Center".

At the bottom, there are two blue boxes with icons and text:

- Check the Status of your Service**: Check your status or reprint your cardscan registration form. For additional help, call 855.845.7434.
- Manage an existing Appointment**: Reschedule an existing appointment or schedule a retake.

#### 4. Fill in ALL information (\*) required.

IdentoGO

1111G2 - Retail Services Print and Go

Essential Info | Citizenship | Personal Questions

\* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact  UE ID / Date of Birth

Notes:

- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

\* First Name

\* Middle Name (or NMN if no middle name)

\* Last Name

Suffix

Date of Birth

\* Date of Birth

\* Confirm Date of Birth

\* Method of Contact (at least one method is required)

Email

Country Code

Country Code

\* Preferred Method of Contact

Confirm Email

Phone 1

Phone 2

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Privacy Policy

5. After you click “Next” on the previous page 17, add your Citizenship and click “Next” again.

The screenshot shows a web browser window with the URL <https://denroll.identogo.com/workflows/1111G2/appointment/citizenship>. The browser's address bar and tabs are visible at the top. Below the browser, a blue banner reads "1111G2 - Retail Services Print and Go".

The main content area features a progress bar with five steps: "Essential Info", "Citizenship", "Personal Questions", "Personal Info", and "Records". The "Citizenship" step is currently active and highlighted in a darker blue. To the right of the progress bar, there is a link for "Required Fields".

Below the progress bar, a message states: "Please enter your information below. Then click 'Next' to continue or 'Cancel' to exit." The "Citizenship" section contains the following fields:

- Country of Birth:** A dropdown menu with the text "-- Choose One --".
- City of Birth:** A text input field.
- Country of Citizenship:** A dropdown menu with the text "-- Choose One --".

At the bottom of the form, there are two buttons: a red "Cancel" button on the left and a blue "Next" button on the right. The "Next" button is circled in red. A "Back" button is also visible to the left of the "Next" button.

At the bottom center of the page, there is a copyright notice: "2017 © IdentoGO®. All rights reserved. Privacy Policy".



## 6. Answer the following questions. Then click "NEXT."

https://uenroll.identogo.com/workflows/1111G2/appointment/personal-questions

File Edit View Favorites Tools Help

Intranet Homepage Healt... BEMS Background Checking Codes Office of General Counsel ... AOSA Folder ITSD JOBS

Page Safety Tools

English

### 1111G2 - Retail Services Print and Go

Essential Info Citizenship **Personal Questions** Personal Info Address

Required Fields

Please answer the questions below. Then click 'Next' to continue or 'Cancel' to exit.

- \* Have you ever used a maiden/previous name?  Yes  No
- \* Have you ever used an alias?  Yes  No
- \* Would you like to include Employer information on your fingerprint card?  Yes  No
- \* Do you have an Authorization Code (Coupon Code) that you will be using as a method of payment?  
NOTE: Please have Authorization Code available to enter on the website later in the scheduling process.  Yes  No

Cancel

Back Next

## 7. Fill in answers for “Personal Information.” Then click "NEXT."

The screenshot shows a web browser window with the URL <https://uenroll.identogo.com/workflows/1111G2/appointment/personal-info>. The browser's address bar and tabs are visible at the top. Below the browser, a blue header bar contains the text "1111G2 - Retail Services Print and Go".

The main content area features a navigation breadcrumb: Citizenship > Personal Questions > **Personal Info** > Address > Documents > Localities. A "Required Fields" indicator is present on the right. Below the breadcrumb, a message reads: "Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to continue or 'Cancel' to exit."

The "Personal Information" section includes the following fields:

- Units:  US,  Metric
- Height:  ft,  in
- Weight:  lbs
- Hair Color: -- Choose One -- (dropdown)
- Eye Color: -- Choose One -- (dropdown)
- Preferred Language (Receipts & other communication): English (dropdown)
- Gender: -- Choose One -- (dropdown)
- Race: -- Choose One -- (dropdown)

At the bottom of the form, there are two buttons: a red "Cancel" button on the left and a blue "Next" button on the right. The "Next" button is circled in red. Below the buttons, the footer text reads: "2017 © IdentoGO®. All rights reserved. Privacy Policy".

## 8. Fill in "Residential Address." Then click "NEXT."

The screenshot shows a web browser window with the URL <https://uemoi.identogo.com/workflows/11162/appointment/address>. The browser's address bar and tabs are visible at the top. Below the browser, the application interface includes a navigation menu with items like 'Intranet Homepage', 'BEMS', 'Background Checking', 'Codes', 'Office of General Counsel', 'AOSA Folder', 'ITSD', and 'JOBS'. The main content area is titled 'Residential Address' and contains the following fields:

- Country:** A dropdown menu with the text '-- Choose One --' and a downward arrow.
- Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- City:** A text input field.
- Postal Code:** A text input field.

At the bottom of the form, there are two buttons: a red 'Cancel' button on the left and a blue 'Next >' button on the right. The 'Next >' button is circled in red. A note in the top right corner of the form area reads '\* Required Fields'.

\* Required Fields

9. Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit.

The screenshot shows a web browser window with the URL <https://enroll.identogo.com/workflows/111162/appointment/documents>. The browser's address bar and tabs are visible at the top. Below the browser, a blue banner reads "1111G2 - Retail Services Print and Go". The main content area features a progress bar with five steps: "Personal Info", "Address", "Documents" (highlighted in blue), "Location", and "Date and Time". To the right of the progress bar is a small icon and the text "Required Fields". Below the progress bar, a message states: "Please select the required documents to bring to your enrollment. Then click 'Next' to continue or 'Cancel' to exit." The "Documents" section has a heading "Documents" and a dropdown menu labeled "Document" with the selected option "Driver's License issued by a State or outlying possession of the U.S.". Below this is a question: "\* Does the name you are enrolling under match the name on all documents selected?" with radio buttons for "Yes" (selected) and "No". A green box contains the text: "Bring the following Required Identity Documents to your enrollment: 1. Driver's License issued by a State or outlying possession of the U.S.". At the bottom, there are two buttons: "Cancel" (with a red 'x' icon) and "Next" (with a right arrow icon). The "Next" button is circled in red. At the very bottom, there is a footer: "2017 © IdentoGO®. All rights reserved. Privacy Policy".

10. Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

Enter a Postal Code, City, Airport Code or Special Location Access Code to search for a location to schedule your appointment. After selecting a location, click 'Next' to continue or 'Cancel' to exit.

**Note:** Your registration is not yet complete. You must select a location, as well as a date/time on the following pages prior to receiving your appointment confirmation.

Search for an Enrollment Center by Postal Code, City and State, or Airport Code. Number of Results: 5

15236 Use My Location Search

Location	Address	Next 7 Days	Distance
▼ Pittsburgh, PA	322 N Shore Dr	241 appointments available	7.06 mi
📍 IdentoGO 322 N Shore Dr Bldg 1B Ste 200 Pittsburgh, PA 15212-5870	<b>Hours:</b> Monday - Friday: 08:30 AM - 12:00 PM & 01:00 PM - 05:00 PM The enrollment center is located inside IdentoGO.		
> New Cumberland, WV	647 Gas Valley Rd	62 appointments available	32.65 mi
> Morgantown, WV	889 Mylan Park Ln	61 appointments available	46.59 mi
> Moundsville, WV	700 First St	44 appointments available	49.97 mi

Next >

11. Click on the City/State you want to see. (Example above)



12. Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit.

https://uem01.identogo.com/workflows/111162/appointment/appointment

Missouri Auto... IdentoGO pro... Missouri Auto... IdentoGO x pittsburgh pe...

File Edit View Favorites Tools Help

Intranet Homepage Healt... BEMS Background Checking Codes Office of General Counsel ... AOSA Folder ITSD JOBS

Page Safety Tools

\* Required Fields

Select a preferred date and time for your appointment at the specified location. Then click 'Submit' to confirm or 'Cancel' to exit. If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

Appointment Date and Time (first available displayed by default)

Select Date: Wednesday, Oct 10th

Select Time: 09:50 AM

Walk In

Note: Scheduled Appointments take priority over walk-ins. Appointments are highly recommended due to the possible long wait times associated with walk-in processing.

Location Details:

IdentoGO  
322 N Shore Dr  
Bldg 1B Ste 200  
Pittsburgh, PA 15212-5870

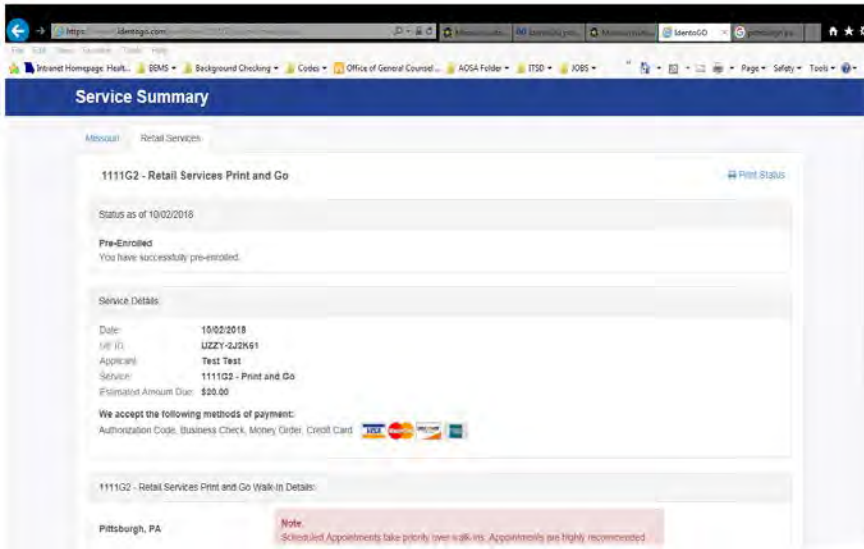
The enrollment center is located inside IdentoGO.

Cancel Back Submit

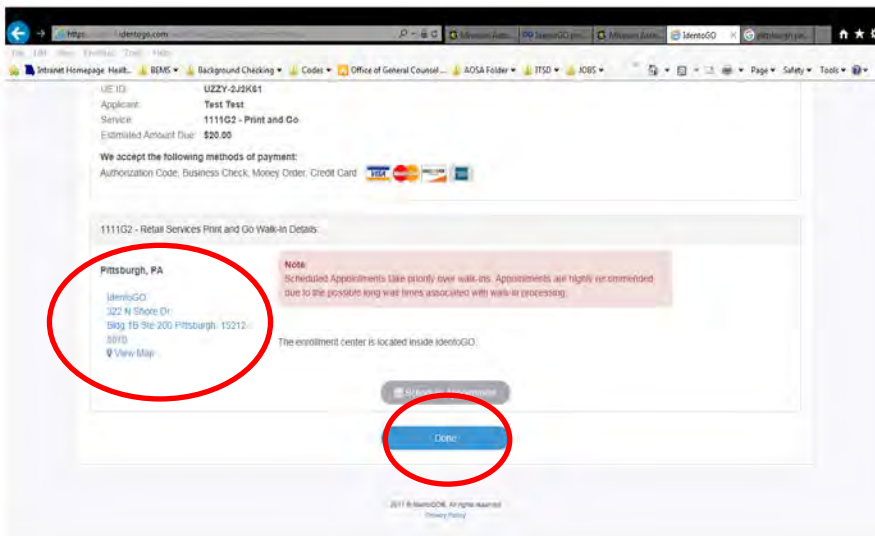
**\*IMPORTANT -- If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.**

13. Once you have completed scheduling your appointment, Click "Submit."

**14. PRINT this page for your reference.**



**15. Click on the “View Map” below for driving instructions.**



**16. Click “Done” to exit.**

**17. You will receive a phone call or an email from IdentoGO to confirm your appointment. (example on [pg. 26](#))**

# SAMPLE RECEIPT

**From:** nobody@uemail.identogo.com  
**To:**  
**Subject:** Identogo Service Confirmation - Retail Services Print and Go  
**Date:** Tuesday, October 02, 2018 11:59:07 AM  
**Attachments:** [ATT00001.png](#)

---



---

## Service Details:

**Date:** 10/2/2018 @ 04:58 PM (UTC)  
**Customer:** TEST T TEST  
**UE ID:** UZZY-2J2K61

### Services

1111G2 - Retail Services Print and Go	<b>\$20.00</b>
<b>Total:</b>	<b>\$20.00</b>

We accept the following methods of payment:  
Authorization Code, Business Check, Money Order, Credit Card

### **IMPORTANT!**

**YOU WILL BE REQUIRED TO BRING THE FOLLOWING DOCUMENTS TO YOUR ENROLLMENT.**  
Legal Name must match exactly on all identification documents brought to enrollment.  
**1. Driver's License issued by a State or outlying possession of the U.S.**

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## Status as of 10/02/18

### Pre-Enrolled

You have successfully pre-enrolled. Appointments have priority over walk-ins.

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### Location:

**IdentoGO**  
**322 N Shore Dr**  
**Bldg 1B Ste 200**  
**Pittsburgh, PA 15212-5870**

The enrollment center is located inside Identogo.

[Schedule or Manage Appointment](#)

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[Click here to check your status](#)

## STATUS CHECK PROCESS:

Please **DO NOT** register on MACHs multiple times!

1. To check your status and results on MACHs go  
to: <https://www.machs.mshp.dps.mo.gov/MACHSFP/home.html>
2. Click on "Check Fingerprint Status" as circled below.

Missouri State Highway Patrol

Missouri Automated Criminal History System (MACHS)

Home About Contact Name Search Portal FAQ Links

**Fingerprint Portal - Registration**  
Check Fingerprint Status  
Search for a Fingerprint Location Near You

**Fingerprint Portal - Administration**  
Log-in to the Fingerprint Search Portal  
About MOVECHS

**Name Search Portal**  
Log-in to the Name Search Portal

**— NOTICE —**  
As of January 1, 2019, the fees charged for FBI Criminal History Record Information for background checks will increase. The FBI fingerprint-based submission fee, currently \$12.00, will increase to \$13.25. The FBI fingerprint-based Volunteer submission fee, currently \$10.75, will increase to \$11.25. Fingerprints received by mail after January 4, 2019, with old-rate fees will be rejected and returned for resubmission with fees at the new rate.

**Welcome to the Missouri Automated Criminal History Site (MACHS)**

As the custodian of criminal history information for the state of Missouri, it is the responsibility of the Missouri State Highway Patrol's Criminal Justice Information Services Division to provide public access to criminal history information.

The MACHS site may be used to conduct online name based criminal history searches or to register for fingerprinting through the automated site which includes a subsequent fingerprint submission by means of the State of Missouri's Fingerprinting Services Vendor, currently IDEMIA.

3. NEXT -- Enter your "Last Name" and "TCN"
4. Click "Check Status."



**Fingerprint Status**

Applicants who have been fingerprinted may use this screen to check the status of their record request.  
Only status information will be provided, no criminal history information will be made available.

\* indicates a required option

**Last Name: \***  **TCN: \***

Don't know your TCN? [Click HERE](#)





## 5. Your "Status Results" will appear BELOW resulting in a color code "Status Key."

- a. **Orange = Registration**
- b. **Yellow = fingerprints Submitted** (Results are only good for 120 days)
- c. **Blue = Received - In Process**
- d. **Green = Complete**

The screenshot shows a web browser window with the URL <https://machs.mchhs.gov/MACHSP/Status.htm>. The page has a navigation bar with links like "Intranet Homepage", "BEMS", "Background Checking", "Codes", "Office of General Counsel", "AOSA Folder", "ITSD", and "JOBS". The main content area contains a form with "Last Name:" (TEST) and "TCN:" (MP025065) fields, a "Check Status" button, and a link "Don't know your TCN? [Click HERE](#)". Below the form is a "Status Results" section showing "Results for: MO920350Z DEPARTMENT OF HEALTH AND SENIOR SERVICES" and "Registered: 09/11/2018 11:09:53". An orange status key is displayed next to the results. At the bottom is a "Status Key" section with four entries: "Registration" (orange), "Fingerprints Submitted" (yellow), "Received - In Process" (blue), and "Complete" (green), each with a brief description of the status.

**IMPORTANT** -- You may call the Missouri Bureau of EMS M - F, 8 a.m. - 5 p.m. if you have questions or concerns about this status at 573-751-6348.

Or email us at [emslicensing@health.mo.gov](mailto:emslicensing@health.mo.gov).