

If you have not been a resident of MO for the past 5 years, the Bureau of EMS will complete a fingerprint background check on you. You will need to obtain and complete 2 fingerprint cards (an example is below). You can call our office at 573-751-6356 to request we mail these cards to you, or you can contact your local law enforcement office to find out if they will provide the fingerprint cards. Some fingerprinting offices now do "live scan" procedures. You will need to capture prints either digitally or ink on a set of (2) physical cards which then need to be mailed to the Bureau of EMS, PO Box 570, Jefferson City, MO 65102.

1. **ORI: MO920350Z**
2. **Reason For Fingerprinting: 43.543/192.2495 (licensing)**
3. **Phone number for the MO State Highway Patrol: 573-526-6153**

If the law enforcement agency you go to for fingerprinting has fingerprint cards available at their office, you will need **2 (two) FBI standard format fingerprint cards**. An example of what one of these fingerprint cards looks like is below. Once our office receives your fingerprint cards, we will ensure they have the required information on them before forwarding to the Missouri State Highway Patrol for processing your background check. The **required** information we will need on the fingerprint cards is also shown below.

If the fingerprinting office has different fingerprint cards from the example below, they will not be accepted for processing your background check and you will need to call our office at 573-751-6356 so that we can mail the correct fingerprint cards to you.

It is advised that if you are going to provide your own fingerprint cards that you print this information and take it with you when you go get fingerprinted.

Fingerprint cards cannot be faxed or emailed to us. We will need your original fingerprint cards. The address for mailing the fingerprint cards to us:

**Bureau of EMS  
PO Box 570  
Jefferson City, MO  
65102-9743**

APPLICANT

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK  
LAST NAME: NAM FIRST NAME: MIDDLE NAME:

LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES: ASA

Q  
B  
I

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH: DOB  
Month Day Year

DATE

SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

CITIZENSHIP: CIT

SEX: MALE FEMALE  
HAIR: BRN BLK  
EYES: BRN BLK  
NOSE: STR

PLACE OF BIRTH: POB

TOUR NO.: QCA

LEAVE BLANK

EMPLOYEE AND ADDRESS

FBI NO.: BI

CLASS

BRANCH FINGERPRINTED

ARMED FORCES NO.: MNU

REL

SOCIAL SECURITY NO.: SOC

MISCELLANEOUS NO.: MNU

1 - 4 THUMB

2 - 4 INDEX

3 - 4 MIDDLE

4 - 4 RING

5 - 4 LITTLE

2 - 1 THUMB

3 - 1 INDEX

4 - 1 MIDDLE

5 - 1 RING

6 - 1 LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

3 - 1 THUMB

4 - 1 THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY

Sample

# Instructions For Completing Your Two Fingerprint Cards

Please use this example to complete (on the two fingerprint cards) the required information, which is highlighted in yellow. Sections 12-14 are done at the fingerprinting office.

|   |   |  |  |   |                 |                 |  |                  |  |
|---|---|--|--|---|-----------------|-----------------|--|------------------|--|
| APPLICANT   |   | LEAVE BLANK                                | TYPE OR PRINT ALL INFORMATION IN BLACK<br>LAST NAME <u>NAM</u> FIRST NAME      MIDDLE NAME |   |                 |                 | FBI LEAVE BLANK  |                  |  |
| SIGNATURE OF PERSON FINGERPRINTED<br><b>12</b>      |   | ALIASES <u>AKA</u>                         | O MO920350Z<br>R DHSS/Bureau of EMS<br>I Jefferson City, MO                                |   |                 |                 | DATE OF BIRTH <u>DOB</u><br>MONTH DAY YEAR<br><b>3</b> |                  |  |
| RESIDENCE OF PERSON FINGERPRINTED<br>13             |   | CITIZENSHIP <u>CTZ</u>                     | SEX<br><b>4</b>  | RACE<br><b>5</b>                        | HGT<br><b>6</b> | WGT<br><b>7</b> | EYES<br><b>8</b>                                       | HAIR<br><b>9</b> | PLACE OF BIRTH <u>POB</u><br><b>10</b> |
| DATE<br>14  | SIGNATURE OF OFFICIAL TAKING FINGERPRINTS | YOUR NO. <u>OCA</u><br>N/A                 | LEAVE BLANK  |   |                 |                 |  |                  |  |
| EMPLOYER NAME AND ADDRESS<br>N/A                    |   | FBI NO <u>FBI</u>                          | CLASS _____  |   |                 |                 |  |                  |  |
|   |   | ARMED FORCES NO <u>MNU</u>                 | REF. _____   |   |                 |                 |  |                  |  |
|   |   | SOCIAL SECURITY NO <u>SOC</u><br><b>11</b> |  |   |                 |                 |  |                  |  |
| REASON FINGERPRINTED<br>43.543/192.2495 (LICENSING) |   | MISC. NO. <u>MNU</u>                       |  |   |                 |                 |  |                  |  |
| 1. R. THUMB   | 2. R. INDEX                               | 3. R. MIDDLE                               | 4. R. RING   | 5. R. LITTLE                            |                 |                 |  |                  |  |
| 6. L. THUMB   | 7. L. INDEX                               | 8. L. MIDDLE                               | 9. L. RING   | 10. L. LITTLE                           |                 |                 |  |                  |  |
| LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY              |   | R. THUMB                                   | L. THUMB   | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY |                 |                 |  |                  |  |

Please Print Clearly (On your TWO Fingerprint Cards) in These Required Sections:

Section 1: Name (NAM)

Section 3: Date of Birth (DOB)

Sections 4 - 10:  
Identifying Factors

Section 11: Social Security Number (SOC)

## IMPORTANT:

You should have 2 (TWO) Fingerprint Cards to Complete. Both Completed Cards Must be returned to our office before your background check can be processed.

Please call the Bureau of EMS office at 573-751-6356 if you need additional fingerprint cards.

The applicant will be fingerprinted on the Federal Applicant Fingerprint Card (FD258) by local law enforcement. Call your local law enforcement office to find out where to go in your area to get fingerprinted. A valid means of identification (Drivers License) will be required at the time of fingerprinting.

### **Important Information Regrading Criminal Background Investigations**

Effective April 30, 2010, if you have lived outside the State of Missouri or outside the United States during the five (5) consecutive years prior to submitting your application, you are required to submit two (2) completed Applicant Fingerprint Cards [FD-258 (Rev. 3-1-10)] with your application. This requirement is not waived by the maintaining of a mailing address in the State of Missouri while you reside at an out-of-state location.

**Failure to complete both cards in their entirety will result in an extended delay in the processing of your application.** Instructions are provided to assist you.

Upon receipt of your completed fingerprint cards, the Bureau of EMS will further submit them to the Missouri Highway Patrol to be run through the Federal Bureau of Investigation. Processing time of the fingerprint cards cannot be guaranteed. Routine processing time is less than 30 days.

The results of your fingerprint investigation will be sent directly to the Bureau of EMS. If the Bureau of EMS has questions or concerns regarding your fingerprint investigation, you will be contacted through the contact information you provide on your application.

### **NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS**

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history record of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>2</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/ejis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

<sup>1</sup> Written notification includes electronic notification, but excludes oral notification. <sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV9c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).