

# How to Become an FCSR Online User

## Family Care Safety Registry (FCSR)

Individual employees (not volunteer staff or subcontractors) of a care provider either licensed or contracted through a Missouri state agency may request access to background screening information **online** through the FCSR Background Screening and Employment Eligibility System (BSEES). Screening information must be used for employment purposes as defined in [Section 210.921.1, RSMo](#).

To request access your provider organization must complete and return:

- A [Memorandum of Agreement](#) (MOA) to be completed and signed by an authorized representative of the facility/agency.
  - If your provider organization has previously submitted an MOA but either the name of the organization or the address has changed, a new MOA must be submitted. When an MOA is in place, the FCSR must be notified of organization name or address changes.
- An [Online Background Screening Access/Security Request](#) form completed and signed by *each* employee of the organization who will be responsible for making background screening requests and receiving electronic result letters through BSEES.

Please return the completed and signed documents by one of the following methods:

- Mail to: Missouri Department of Health and Senior Services, Family Care Safety Registry, PO Box 570, Jefferson City, MO 65102
- Fax to: (573) 522-6981
- Email as scanned attachment(s) to: [fcsr@health.mo.gov](mailto:fcsr@health.mo.gov)

Each employee will be notified when their access is granted. At that time a personal user ID and BSEES login instructions will be provided. While waiting to receive access, employees can begin reviewing the BSEES User Guide at <http://www.health.mo.gov/safety/fcsr/pdf/userguide.pdf>.

If you have any questions, please call the FCSR toll-free at (866) 422-6872.