



FAMILY CARE SAFETY REGISTRY

How to Become an FCSR Online User

Caregiving providers may request online access to background screening information through the Family Care Safety Registry (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 organization must complete and return:

- A Memorandum of Agreement (MOA) completed and signed by an authorized representative of the organization.
 - If your organization has previously submitted an MOA but the name of the organization or the ownership has changed, a new MOA must be submitted.
 - When an MOA is in place, the FCSR must be notified of an address change.
- An Online Background Screening Access/Security Request form completed and signed by the employee of the organization who will be requesting background screenings and receiving electronic result letters through BSEES. More than one employee may request access. A separate form must be submitted for *each* employee requesting access.

If you are a background screening agency wanting to request screenings on behalf of a caregiving provider, please call the FCSR at the toll-free number listed below for more information about obtaining a Delegation Agreement.

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

- Mail to: Missouri Department of Health and Senior Services
ATTN: 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

Each employee will be notified by email when their access is granted and will be provided a personal user ID and BSEES login instructions. 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 questions, please contact the FCSR at (866) 422-6872, weekdays (excluding state holidays) between 9:00 a.m. – 3:00 p.m.