

MANUAL FINGERPRINT INSTRUCTIONS - SUBSTITUTE TEACHERS

PURSUANT TO SECTION 168.036 Revised Statutes of Missouri (RSMo)

168.036.10 Beginning January 1, 2023, any substitute teacher may, at the time such substitute teacher submits the fingerprints and information required for the background check required under section 168.021, designate up to five school districts to which such substitute teacher has submitted an application for substitute teaching to receive the results of the substitute teacher's criminal history background check and fingerprint collection. The total amount of any fees for disseminating such results to up to five school districts under this subsection shall not exceed fifty dollars.

This process requires manual fingerprint submission. Applicants **WILL NOT** register on the MACHS portal. The manual fingerprint process requires applicants to be fingerprinted on an Applicant Fingerprint Card (FD-258). Please note this process is for applicants applying at multiple school districts at the same time as a substitute teacher for a fee of \$50.00 for the background checks. For those applying at only ONE school district, do not use this process. Failure to follow instructions as outlined below may result in denial of request.

1. Contacting School Districts: Applicants must contact each school district to apply for employment as a substitute teacher with each school district, and to obtain each school district's Originating Agency Identifier (ORI) and OCA (County/District Code). This information is required to complete the Acknowledgement Form.

The ORI is 9-digits and identifies the school district as an authorized entity to request and receive FBI fingerprint-based criminal history. For example, the ORI will begin with "MO9" and end with the letter "Z". The OCA is the school's assigned county/district code and consists of a 3-digit county code and a 3-digit district code (e.g., 001-999). These are unique to each school district and can only be obtained from each school district.

2. Fingerprinting: Refer to "Attachment A" for fingerprinting options. You must have a hard copy Applicant Fingerprint Card (FD-258) for mailing to the MSHP as indicated in Step 6 noted below.
3. Completing the Applicant Fingerprint Card (FD-258): The applicant must ensure all personal information, such as applicant name, date of birth, social security number, height, weight, sex, etc., are included on the fingerprint card. The ORI and OCA fields can be left blank as this information will be obtained from the completed **Acknowledgement Form**. The Reason Fingerprinted Field must indicate: 168.133. The fingerprint card must be completed in full, including personal information, fingerprint images, signed and dated.
4. Acknowledgement Form: The applicant must complete the Acknowledgement Form (in full).
5. Fee: \$50.00, Check or Money Order, payable to "Criminal Record System Fund."
6. Mail: Acknowledgement Form, Fingerprint Card, and Payment to: MSHP, PO Box 9500, Jefferson City, MO 65102-9500
7. Questions: For questions about the manual fingerprint process, refer to Attachment A, or contact the Missouri State Highway Patrol at (573) 526-6153 option 3, option 1, for the Record Check Processing Unit.

ATTACHMENT A

FINGERPRINT OPTIONS AND LOCATIONS

Option 1: Contact local law enforcement, such as the local Police Department or Sheriff's Office, and ask if they provide applicant fingerprint services (hard copy fingerprint cards). Fingerprinting must be on an Applicant Fingerprint Card (FD-258). Law Enforcement agencies are permitted to ink or use their Livescan device to print and enter demographic information of the applicant. When using livescan, the agency must pause/print, and provide a hard copy card to the applicant. *(Fees may apply for this service.)*

Option 2: Highway Patrol General Headquarters - 1510 E. Elm Street, Jefferson City, MO 65101.
Appointment Required. Call (573) 526-6265, option 2 (for AFIS). Ask for a fingerprint appointment. *(No fees for this service)*

Option 3: Highway Patrol Troop Headquarters - **Appointments Required.** *(No fees for this service)*

1. Troop A Headquarters: (816) 622-0800 – 504 S.E. Blue Parkway, Lee's Summit, MO 64063
2. Troop B Headquarters: (660) 385-2132 – 308 Pine Crest Drive, Macon, MO 63552
3. Troop C Headquarters: (636) 300-2800 – 891 Technology Drive, Weldon Spring, MO 63304
4. Troop D Headquarters: (417) 895-6868 – 3131 E. Kearney Street, Springfield, MO 65803
5. Troop E Headquarters: (573) 840-9500 – 4947 Highway 67 N., Poplar Bluff, MO 63901
6. Troop F Headquarters: (573) 751-1000 – 2920 N. Shamrock Road, Jefferson City, MO 65101
7. Troop G Headquarters: (417) 469-3121 – 1226 W. Bus. US-60/63, Willow Springs, MO 65793
8. Troop H Headquarters: (816) 387-2345 – 3525 N. Belt Highway, St. Joseph, MO 64506
9. Troop I Headquarters: (573) 368-2345 – 1301 Nagogami Road W., Rolla, MO 65401

Option 4: IDEMIA/IdentoGO - **Print and Go.** Website: uenroll.identogo.com/workflows/1111G2
(Fees will apply for this service)

Click on "Schedule or Manage Appointment," and follow the instructions.

Note: There are limited locations that provide hard copy print options.

IdentoGO

1111G2 - Retail Services Print and Go

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Schedule or Manage Appointment

Schedule an in-person appointment or change an existing appointment

What do I need to bring to enrollment?

Read our identification requirements and what to bring to the enrollment center for biometric processing

Locate an Enrollment Center

Locate and get directions to an enrollment center near you

ATTACHMENT B

A four-digit registration code is required to ensure that the results of the background check are returned to the Montrose R-XIV School District for processing. Please see the following chart for the appropriate registration codes.

MONTROSE SCHOOL DISTRICT	
Administrator, Principal, Teacher, Substitute Teacher, Paraprofessional	You 0820 -- Certified 0822 - Classified
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	0820
Secretary, School Nurse, Custodian, Lunch Room Worker, etc.	0822
School Bus Driver	0823
Volunteer	8580

ACKNOWLEDGEMENT FORM

*Fingerprint Background Check Process for Applicants Who Have Applied at
Two to Five School Districts at the Same Time for Substitute Teaching Positions*

Pursuant to RSMo section 168.036, an applicant as a substitute teacher may designate up to five school districts to which the applicant has submitted an application for substitute teaching. (Note: Temporary staffing/employment agencies are excluded in this process.)

Applicants **must contact each school district to obtain the Originating Agency Identifier (ORI) and OCA (county/district code) assigned to each school district.** This information is unique to each school district and can only be obtained by contacting each school district. The information provided on this form will be used with the completed fingerprint card to process the multiple background checks for the school districts listed.

Please complete the following and print clearly. (Any omitted information may cause this request to be denied.)

1. ORI for School District #1 MO9212472
Name of School: Montrose R-XIV
OCA (County/District Code): D42-121

I acknowledge I have applied for a position of employment as a substitute teacher at the above listed school district. Check to confirm: ☐ Yes

2. ORI for School District #2 _____
Name of School: _____
OCA (County/District Code): _____

I acknowledge I have applied for a position of employment as a substitute teacher at the above listed school district. Check to confirm: ☐ Yes

3. ORI for School District #3 _____
Name of School: _____
OCA (County/District Code): _____

I acknowledge I have applied for a position of employment as a substitute teacher at the above listed school district. Check to confirm: ☐ Yes, OR ☐ N/A (I have only applied at 2 schools)

ACKNOWLEDGEMENT FORM

*Fingerprint Background Check Process for Applicants Who Have Applied at
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4. ORI for School District #4 _____

Name of School: _____

OCA (County/District Code): _____

I acknowledge I have applied for a position of employment as a substitute teacher at the above listed school district. Check to confirm: ____ Yes, OR ____ N/A (I have only applied at 3 schools)

5. ORI for School District #5 _____

Name of School: _____

OCA (County/District Code): _____

I acknowledge I have applied for a position of employment as a substitute teacher at the above listed school district. Check to confirm: ____ Yes, OR ____ N/A (I have only applied at 4 schools)

This Acknowledgement Form must be signed and dated by the applicant.

Printed Name of Applicant

Signature of Applicant

Date Signed

Mail the following 3 items **together** to: MSHP, PO Box 9500, Jefferson City, MO 65102-9500

1. The completed and signed **Acknowledgement Form**
2. The completed and signed **FD-258 Applicant Fingerprint Card (RFP 168.133 RSMo)**
3. Check or Money Order for **\$50.00, payable to "Criminal Record System Fund"**

NOTE: The results of the criminal history background check will be sent directly to the school districts listed on this form. Processing of manual fingerprint cards may take 7 - 10 business days once received.

Attachments (please retain for your records):

State and National Rap Back Notice, Applicant Privacy Rights, The Privacy Act Statement

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 employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing.¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- 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 employment, license, or other benefit based on information in the FBI criminal history record.
- 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 <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- 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 by submitting a request via <https://www.edo.cjis.gov>. 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.)
- 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.³

¹ Written notification includes electronic notification, but excludes oral notification.

² <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

Privacy Act Statement

This privacy act statement is located on the back of the FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

As of 03/30/2018

See Page 2 for Spanish translation.

Missouri Applicant Fingerprint Privacy Notice

The Missouri Applicant Fingerprint Privacy Notice includes three (3) parts:

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 signing 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.

NAME (Please Print): _____

SIGNATURE: _____ DATE: _____