Fingerprinting for Employees

Missouri legislation requires all individuals hired after January 1, 2005, whose job involves contact with students, to have an FBI background check. Fingerprints for this background check must be taken before you begin your job duties with the Independence School District. The State of Missouri awarded the contract to 3M/Cogent, effective 7/1/12.

Your fingerprints will be taken electronically by 3M/Cogent. Please go online at www.machs.mo.gov to register. It is important you enter the correct four (4) digit registration number (found below) when processing your fingerprint registration. Once registration is completed, you will receive a “TCN” number which is your confirmation number. Please retain this number as 3M/Cogent will request this number before fingerprinting you. Location sites for fingerprinting are listed on the 3M/Cogent website – go to any site that is most convenient for you.

The total cost of this procedure is $40.30, payable with cash, check or money order. If you cannot pay the amount at the time of fingerprinting, please contact Human Resources for additional information.

*Select your unique registration number from the list below:

0952 I hold a current Missouri Teaching Certificate or I am planning to apply for a Missouri Teaching Certificate through the Department of Elementary and Secondary Education (DESE).

0953 I hold a Current Missouri Substitute Teaching Certificate or plan to apply for a Missouri Substitute Teaching Certificate.

0954 I do not hold a Missouri Teaching or Substitute Teaching Certificate and do not plan to apply (secretaries, clerks, teacher assistants, EC subs, Nutrition Service, custodian positions, nurse and Bus Attendants

0955 I will be a Bus Driver.

If you use the wrong code you will have to pay to have fingerprints taken a second time.

The vendor for this program was established through the State of Missouri’s competitive bid process. 3M Cogent is the sole source of electronic submission for background checks for school employment purposes. Electronic submissions of Fingerprint-based Applicant Background Checks will not be accepted from any other source.

*REVISED June 2017*

An Equal Opportunity Employer

201 North Forest Avenue, Independence, Missouri 64050 • Phone: (816) 521-5300 • Fax: (816) 521-5617/5618
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 that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials may make a determination of your suitability for the job, license, or other benefit and provide you the opportunity to correct 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.

You have the right to request that use of 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 Coalition.

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/cjis/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.)

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1 Written notification includes electronic notification, but excludes oral notification.
2 See 28 CFR 50.12(b).
3 See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).