



# Human Resources Department

**Dr. Tony Robinson**

Director  
of Human Resources

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## 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 IdentoGo by IDEMIA, effective 8/6/18.

Your fingerprints will be taken electronically by IdentoGo by IDEMIA. Please go online at [www.machs.mo.gov](http://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 "UEID" number which is your confirmation number. Please retain this number as IdentoGo will request this number before fingerprinting you. Location sites for fingerprinting are listed on the MACHS website-go to any fingerprint site that is most convenient for you.

**The total cost of this procedure is \$41.75, payable with business check, money order or credit/debit card.**

\*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 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, Kids Safari, and Bus Attendants)

**0955** I will be a Bus Driver.

\*\*DESE is now allowing new substitute teacher applicants to get fingerprinted for up to 5 different school districts: <https://dese.mo.gov/media/pdf/substitute-teacher-fingerprinting-forms-combined>

**ORI - MO920302Z**

**OCA - 0953**

**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. IdentoGo by IDEMIA 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.

An Equal Opportunity Employer

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