

**Instructions for Filing Application for Licensure
as a Real Estate Appraiser Trainee – LICENSE/RESIDENTIAL/GENERAL**

1. Completed Trainee Application, this must be signed and notarized.
2. Report of Supervisory Relationship
3. Copy of the receipt substantiating proof of fingerprinting.
4. Verification of successful completion of the below hours for the TRAINEE:
 - a. Basic Appraisal Principles (30 hours)
 - b. Basic Appraisal Procedures (30 hours)
 - c. 15 Hour USPAP (15 hours)
 - d. Supervisor/Trainee course
 - e. Valuation Bias and Fair Housing Laws and Regulations (8 hours)
5. Verification of successful completion of the Supervisor/Trainee course for the SUPERVISOR.

**Title 20—DEPARTMENT OF
INSURANCE, FINANCIAL
INSTITUTIONS AND
PROFESSIONAL REGISTRATION
Division 2245—Real Estate Appraisers
Chapter 3—Applications for Certification and Licensure**

20 CSR 2245-3.005 Trainee Real Estate Appraiser Registration

PURPOSE: This rule prescribes the process for an individual to register as a trainee real estate appraiser and the rules governing the practice of real estate appraising by a trainee real estate appraiser.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

- (1) For purposes of this rule, “registrant” shall mean a “trainee real estate appraiser” and “registration” shall mean the registration with the commission of a “trainee real estate appraiser.”
- (2) An applicant for licensure or certification shall only receive credit for appraisal experience earned after the applicant has registered as a trainee real estate appraiser with the commission.
- (3) A person may register as a trainee real estate appraiser by submitting the following to the commission:
 - (A) An application on a form prescribed by the commission, including, but not limited to, the name and license number of each certified appraiser under which the registrant will provide appraisal services;
 - (B) An affidavit signed by each supervising appraiser acknowledging the supervisory relationship on a form prescribed by the commission; and
 - (C) The prescribed fee.
- (4) No real estate appraisal experience is required as a prerequisite for registration.
- (5) Training.
 - (A) The registrant shall be subject to direct supervision by a supervising appraiser(s) in good standing, who shall be state-certified.
 - (B) The supervising appraiser(s) shall be responsible for the training, guidance, and direct supervision of the registrant by:
 1. Accepting responsibility for the appraisal report by signing and certifying that the report complies with the Uniform Standards of Professional Appraisal Practice, (USPAP) 2006 Edition. The USPAP, 2006 Edition, is incorporated herein by reference and can be obtained from The Appraisal Foundation, 1155 15th Street NW, Suite 1111, Washington, DC 20005, by calling (202) 347-7722 or at www.appraisal.foundation.org.
 2. Reviewing and signing the appraisal report(s) for which the registrant has provided appraisal services; and
 3. Personally inspecting each appraised property with the registrant until the supervising appraiser determines the registrant trainee is competent, in accordance with the competency rule of USPAP.
 - (C) The registrant is permitted to have more than one (1) supervising appraiser, but a supervising appraiser may not supervise more than three (3) registrants at one (1) time.
 - (D) The registrant and a supervising appraiser shall notify the commission of a newly created supervisory relationship and submit an affidavit from the supervising appraiser acknowledging the supervisory relationship prior to the registrant performing appraisal services under the supervising appraiser. A registrant shall not receive credit for appraisal experience under a certified appraiser unless the registrant has first notified the commission of the certified appraiser's name and license number. Within ten (10) days of the termination of a supervisory relationship, the registrant and the supervising appraiser shall notify the commission that the supervisory relationship has been terminated.
 - (E) The registrant and each supervising appraiser shall maintain an appraisal log. This appraisal log may be maintained jointly, but each shall be individually responsible to assure the completion and availability of the appraisal log regardless of the agreement or practice of the registrant and the supervising appraiser regarding its maintenance. Separate appraisal logs shall be maintained for each supervising appraiser. The registrant and the supervising appraiser shall provide a copy of the appraisal log to the commission upon request. At a minimum, the appraisal log shall include the information required by 20 CSR 2245-2.050 and the following:
 1. Description of work performed by the trainee and scope of the review and supervision of the supervising appraiser;
 2. Number of actual work hours by the trainee on the assignment; and
 3. The name and state certification number of the supervising appraiser.
 - (F) The Missouri certification of the supervising appraiser shall be in good standing and not subject to revocation or suspension within the last two (2) years. “Subject to revocation or suspension within the last two (2) years” shall mean that any term of revocation or suspension shall be terminated more than two (2) years prior to a licensee serving as supervising appraiser. Anyone subject to probation cannot supervise trainees during the probationary period, unless otherwise ordered by the commission.
 - (G) A non-licensee will be given credit for appraisal experience accrued prior to July 1, 2008, and which was accrued without the non-licensee having been registered as a trainee real estate appraiser until June 30, 2010. After June 30, 2010, all appraisal experience credit earned by a non-licensee prior to being registered as a trainee real estate appraiser shall be forfeited. For the purpose of this rule, “non-licensee” shall mean any person who is not state licensed or certified.

AUTHORITY: section 339.509(8), RSMo 2000.* Original rule filed Nov. 21, 2006, effective July 30, 2007.

*Original authority:



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
APPLICATION FOR REAL ESTATE APPRAISER TRAINEE

REAL ESTATE APPRAISERS COMMISSION
P.O. BOX 1335, 3605 MISSOURI BLVD.
JEFFERSON CITY, MISSOURI 65102
pr.mo.gov/appraisers

GENERAL INSTRUCTIONS

Type or print legibly with black ink only. The application must be completed in its entirety. If an area is not applicable please indicate as "N/A". Incomplete applications will be returned to the applicant. All signature areas must contain an **original** signature (copies of signatures are not acceptable). Proof of having been fingerprinted should be submitted with application. Proof that trainee and supervisor have attended an approved course pursuant to 20 CSR 2245-3.105.4(a) must accompany this application. **NO FEE REQUIRED**

PART I APPLICANT'S APPLYING STATUS

CHECK THE ONE BOX THAT BEST DESCRIBES YOUR APPLYING STATUS

- | | |
|--|---|
| ☐ This is the first time I have made application for this profession in Missouri. | ☐ My application for this profession had previously been denied in Missouri. I am reapplying since I have fulfilled additional requirements. |
| ☐ I have previously made application for this profession in Missouri; however, my previous application expired and I am now reapplying. | ☐ Other: |
| ☐ I am currently a Missouri Licensed/Certified Appraiser (Lic. # _____) and am now applying for a higher appraiser category. | |

PART II APPLICATION CATEGORY

CHECK ONE BOX IN AREA 1

(SEE INSTRUCTIONS PERTAINING TO APPRAISER CATEGORIES, METHODS OF LICENSURE AND APPROPRIATE FEES.)

1. APPLICATION CATEGORY

- ☐ State Licensed Appraiser
☐ Certified Residential Appraiser
☐ Certified General Appraiser

NOTE: Proof of 75 hours of approved qualifying education are required to be submitted with application. (15 hour USPAP, 30 hour Basic Appraisal Principles and 30 hours Basic Appraisal Procedures)

PART III APPLICANT IDENTIFYING INFORMATION

1. APPLICANT NAME (LAST, FIRST, M.I.) MR. MRS. MS.		2. SOCIAL SECURITY NUMBER* (see below and attachment)	
3. LIST ANY NAMES OTHER THAN ABOVE UNDER WHICH SUPPORTING DOCUMENTS WILL BE SUBMITTED		4. DATE OF BIRTH	5. AGE
6. HOME ADDRESS (STREET, CITY, STATE, ZIP CODE)		7. COUNTY	
8. BUSINESS NAME			
9. BUSINESS ADDRESS		10. COUNTY	
11. TELEPHONE NUMBER WHERE YOU MAY BE REACHED WORK		12. TELEPHONE NUMBER HOME	
13. E-MAIL ADDRESS			

*You must provide your social security number pursuant to state law. Your social security number may be used for the following purposes: a) to identify you in record keeping and information exchanges with state agencies (Missouri and other states), federal agencies and other data sources; b) to make criminal history checks and to verify all information provided in the application; and c) to the Division of Child Support Enforcement of the Department of Social Services (see attachment). Discovery of false information in the application or discovery of relevant criminal history may result in denial of your application.

PART IV RECORD OF LICENSING INFORMATION

If you have ever been licensed/certified to practice Real Estate Appraisal in Missouri or any other jurisdiction you must complete the information requested below. This also applies to temporary, trainee, and apprenticeship licenses or permits. Failure to disclose all (active, nonactive or expired) licenses, certifications and/or permits may result in the denial of your application for licensure/certification. **If Part IV is not applicable, please indicate below as "N/A."**

STATE	PROFESSION NAME	LICENSE NUMBER	DATE OF ISSUANCE	LICENSE STATUS (ACTIVE, LAPSED, ETC.)
STATE OF ORIGINAL LICENSURE/ CERTIFICATION				
STATE OF CURRENT LICENSURE/ CERTIFICATION WHERE YOU MOST RECENTLY HAVE BEEN PRACTICING.				
OTHER STATES OF LICENSURE/CERTIFICATION				

(IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET.)

PART V RECORD OF EXAMINATION

If you have ever taken a certification or licensure examination in Missouri or any other state, for the appraisal profession, you must complete the information requested below. EACH EXAMINATION ATTEMPT MUST BE SHOWN. Failure to disclose an examination attempt may result in the denial of your application or other appropriate action. **If Part V is not applicable, please indicate below as N/A.**

NAME OF EXAMINATION	STATE	MONTH/YEAR	EXAM RESULTS (PASSED, FAILED, ABSENT)

(IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET.)

PART VI PERSONAL HISTORY INFORMATION

THIS PART MUST BE COMPLETED BY ALL APPLICANTS			YES	NO
1.	Has applicant ever been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, whether or not sentence was imposed? If yes, explain fully.		☐	☐
2.	Do you now, or have you within the past five (5) years, suffered from, been diagnosed as having, or been treated for any disease or condition that would interfere with your ability to perform the essential functions of your profession which is generally regarded by the medical community as chronic? If yes, attach detailed statement, including an explanation regarding whether or not you are currently under treatment.		☐	☐
3.	Have you been denied a professional license, certification, or permit, or privilege of taking an examination, or had a professional license, certification, or permit disciplined in any way by any licensing authority in Missouri or elsewhere? If yes, attach a detailed explanation.		☐	☐
4.	Have you ever been discharged other than honorably from the armed service or from a city, county, state or federal position? If yes, attach a detailed explanation.		☐	☐
5.	Are you a U.S. citizen OR a lawfully admitted alien of the United State?		☐	☐
6.	Have you ever had any license, certification, or permit revoked, suspended, placed on probation, or otherwise subject to any type of disciplinary action? If yes, explain fully.		☐	☐
7.	Have you ever voluntarily surrendered any professional license, certification, or permit? If yes, explain fully.		☐	☐
8.	Are you presently being investigated or is any complaint or any disciplinary action pending against any professional license, certification, or permit you hold? If yes, explain fully.		☐	☐

TAX COMPLIANCE

All persons and business entities licensed with the Division of Professional Registration are required to have paid all state taxes and also are required to have filed all necessary state income tax returns for the preceding three years. If you have failed to pay your taxes or have failed to file your tax returns, your license will be subject to suspension within 90 days of being notified by the Missouri Department of Revenue of any delinquency or failure to file. The following tax information must be provided:

Pursuant to Section 324.010, RSMo:

Were you a Missouri resident in any of the last 3 years? ☐ Yes ☐ No

Did you have any Missouri income in any of the last 3 years? ☐ Yes ☐ No

Were you subject to Missouri income tax in any of the last 3 years? ☐ Yes ☐ No

All questions must be completed. False statements are subject to criminal penalties and/or license discipline.

For tax questions, contact the Department of Revenue at (573) 751-7200 or e-mail income@dor.mo.gov

MILITARY BENEFITS/SERVICE

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable? ☐ Yes ☐ No

Would you like to receive information and assistance regarding veterans benefits and services? ☐ Yes ☐ No

May the agency share your contact information with the Missouri Veterans Commission to provide such information? ☐ Yes ☐ No

General information may also be found at the Missouri Veterans Commission's website <https://mvc.dps.mo.gov/>.

PART VII CERTIFYING STATEMENT

1. I agree to comply with the provisions set forth in the Missouri Statutes, rules and regulations governing real estate appraisers.
2. I authorize the Missouri Real Estate Appraisers Commission to interview the employees of companies, institutions, or organizations listed for my education, experience, or testing experience and to inspect my office appraisal files to verify information given on my application.
3. If an appraisal license/certificate is issued to me in error, I agree to return the license/certificate upon request after being given appropriate due process.

The foregoing statements are made for the purpose of procuring a Missouri Real Estate Appraisers License/Certification and I hereby consent that these statements may be used as evidence by the Commission, or in any court in Missouri where a violation of the Law is claimed, and that the application and representations made by me in order to procure a Real Estate Appraiser License/Certification, and the statements herein made may at any time be used in evidence.

I further agree to comply with the standards set forth in the Missouri Statutes, Missouri Real Estate Appraisers rules and regulations, and the Uniform Standards of Professional Appraisal Practice, and fully understand the types of misconduct for which disciplinary proceedings may be initiated against me as a state licensed/certified real estate appraiser.

MUST BE SIGNED IN PRESENCE OF NOTARY	APPLICANT'S SIGNATURE ▶	
	STATE	COUNTY (OR CITY OF ST. LOUIS)
	SUBSCRIBED AND SWORN BEFORE ME, THIS	
	DAY OF	YEAR
	NOTARY PUBLIC SIGNATURE	
NOTARY PUBLIC EMBOSSE OR BLACK INK RUBBER STAMP SEAL	MY COMMISSION EXPIRES	
	NOTARY PUBLIC NAME (TYPED OR PRINTED)	
	USE RUBBER STAMP IN CLEAR AREA BELOW.	

Consult "Real Estate Appraiser Instructions" for supporting documentation, and additional specific information concerning the filing of your application.

SPECIAL NEEDS: If you have special needs addressed by the Americans with Disabilities Act, you must notify this office to insure that reasonable accommodations are made for your needs. Notification must be in writing and mailed to the Missouri Real Estate Appraisers Commission, P.O. Box 1335, 3605 Missouri Boulevard, Jefferson City, Missouri 65102. Notification of special needs must be received by the Commission at a reasonable time in advance of the date on which the accommodation for special needs is required.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
WORK HISTORY

REAL ESTATE APPRAISERS COMMISSION
P.O. BOX 1335, 3605 MISSOURI BLVD.
JEFFERSON CITY, MISSOURI 65102

APPLICANT

Complete Work History for the last five (5) years. Include all work experience and account for entire time period. You are authorized to photocopy this form if additional space is required.

1. NAME (LAST, FIRST, MIDDLE)	2. DATE OF BIRTH ____ MONTH ____ DAY ____ YEAR	
3. SOCIAL SECURITY NUMBER*	4. ADDRESS (STREET, CITY, STATE, ZIP CODE)	
5. MAIDEN OR GIVEN SURNAME	6. CHECK HERE IF YOU HAVE NEVER BEEN EMPLOYED ☐	8. DATE FORM COMPLETED

8. RECORD WORK HISTORY CHRONOLOGICALLY - COMPLETE WORK HISTORY BEGINNING WITH PRESENT EMPLOYMENT

A. NAME OF BUSINESS/INSTITUTION	JOB TITLE
ADDRESS (STREET, CITY, STATE, ZIP CODE)	DESCRIPTION OF DUTIES PERFORMED
SUPERVISOR NAME	
DATE OF EMPLOYMENT/ATTENDANCE FROM ____ MONTH ____ DAY ____ YEAR TO ____ MONTH ____ DAY ____ YEAR	
B. NAME OF BUSINESS/INSTITUTION	JOB TITLE
ADDRESS (STREET, CITY, STATE, ZIP CODE)	DESCRIPTION OF DUTIES PERFORMED
SUPERVISOR NAME	
DATE OF EMPLOYMENT/ATTENDANCE FROM ____ MONTH ____ DAY ____ YEAR TO ____ MONTH ____ DAY ____ YEAR	
C. NAME OF BUSINESS/INSTITUTION	JOB TITLE
ADDRESS (STREET, CITY, STATE, ZIP CODE)	DESCRIPTION OF DUTIES PERFORMED
SUPERVISOR NAME	
DATE OF EMPLOYMENT/ATTENDANCE FROM ____ MONTH ____ DAY ____ YEAR TO ____ MONTH ____ DAY ____ YEAR	

*You must provide your social security number pursuant to state law. Your social security number may be used for the following purposes: a) to identify you in record keeping and information exchanges with state agencies (Missouri and other states), federal agencies and other data sources; b) to make criminal history checks and to verify all information provided in the application; and c) to the Division of Child Support Enforcement of the Department of Social Services (see attachment). Discovery of false information in the application or discovery of relevant criminal history may result in denial of your application.



STATE OF MISSOURI
DIVISION OF PROFESSIONAL REGISTRATION
REPORT OF SUPERVISORY RELATIONSHIP

REAL ESTATE APPRAISERS COMMISSION
P.O. BOX 1335, 3605 MISSOURI BLVD.
JEFFERSON CITY, MISSOURI 65102

STATEMENT OF SUPERVISOR

I hereby certify that I am a state certified residential or state certified general appraiser meeting the required qualifications for a supervisory appraiser as promulgated by the Missouri Real Estate Appraisers Commission in 20 CSR 2245-3.005 (on reverse side). I agree to supervise the appraiser trainee named on this form. I understand that I am responsible for the training, guidance and direct supervision of the trainee registrant as outlined in 20 CSR 2245-3.005. In addition, I realize that I can not supervise more than three (3) trainee registrants at one time. I further understand that I am to notify the Commission within ten (10) days of the termination of the supervisory relationship. I have not been subject to any disciplinary action within any jurisdiction within the last three (3) years that affects the Supervisory Appraiser's legal eligibility to engage in appraisal practice.

SUPERVISING APPRAISERS NAME (TYPED OR PRINTED)

SUPERVISING APPRAISERS CERTIFICATE NUMBER

SUPERVISING APPRAISERS SIGNATURE

DATE

STATEMENT OF TRAINEE APPRAISER

I hereby acknowledge the above and foregoing statement of the supervising appraiser. I understand that I am required to maintain an appraisal log recording information regarding all appraisal activities. I have read and am familiar with the provisions of 20 CSR 2245-3.005. I further understand that I am to notify the Commission within ten (10) days of the termination of the supervisory relationship.

TRAINEE APPRAISERS NAME (TYPE OR PRINTED)

TRAINEE'S SIGNATURE

DATE

NOTARY INFORMATION

NOTARY PUBLIC EMBOSSE OR
BLACK INK RUBBER STAMP SEAL

STATE

COUNTY (OR CITY OF ST. LOUIS)

SUBSCRIBED AND SWORN BEFORE ME, THIS

DAY OF

YEAR

USE RUBBER STAMP IN CLEAR AREA BELOW.

NOTARY PUBLIC SIGNATURE

MY COMMISSION
EXPIRES

NOTARY PUBLIC NAME (TYPED OR PRINTED)

IMPORTANT NOTICE

TO: Applicants

FROM: Vanessa Beauchamp, Executive Director

RE: Criminal Background Checks – Fingerprinting Requirements

DATE: February 24, 2021

The Missouri Real Estate Appraisers Commission uses IdentoGo to fingerprint applicants for licensure/registration.

The Real Estate Appraisers Commission 4 digit code is **5412** (for ALL applicants within or outside Missouri).

- **Individuals needing to be fingerprinted WITHIN the State of Missouri.**
 - ❖ Applicants will need to register with the Missouri Automated Criminal History Site (MACHS) at www.machs.mo.gov OR telephone 1-844-543-9712 (IDEMIA).
 - ❖ Upon completing the registration you will be routed to the IdentoGo website for selection of fingerprint card processing.
 - ❖ Upon completing the registration you will receive an 8 digit Transaction Control Number (TCN). This number will be used to track your fingerprints through the background check process.
 - ❖ An email notification will be sent once registration has been complete with a link to a Printable Service Summary and basic instructions
- **Individuals needing to be fingerprinted **OUTSIDE** of the State of Missouri.**
 - ❖ Applicants will need to contact the office via email reacom@pr.mo.gov to request a fingerprint card (FD-258) to be mailed directly to them via postal service.
 - ❖ Out-of-state applicants will take their fingerprint cards to their local law enforcement office for fingerprinting. The fingerprints may be traditional ink rolled or LiveScan.
 - ❖ Upon completing the card requirements, applicants will need to register with the Missouri Automated Criminal History Site (MACHS) at www.machs.mshp.dps.mo.gov OR telephone 1-844-543-9712 (IDEMIA).
 - ❖ Upon completing the registration you will be routed to the IdentoGo website for selection of fingerprint card processing.
 - ❖ Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the below address:
 - Prints Inc.-IdentoGo Missouri Card Scan Operations
 - 100 Salem Court
 - Tallahassee, FL 32301

NOTE:

DO NOT submit fingerprints or fingerprint fees to the Commission office.



Missouri State Highway Patrol Applicant Fingerprint Services of Missouri

Applicant Fingerprint Form for State and FBI Criminal History Background Checks

Section One: Agency Information

AGENCY 4-DIGIT MACHS REGISTRATION NUMBER: 5412

Agency Name: Missouri Real Estate Appraisers Commissi

Agency ORI: MO920677Z Agency OCA: _____

Section Two: The Missouri Automated Criminal History Site (MACHS)

For fingerprinting services through the state electronic fingerprint vendor, you must first register with the Missouri Automated Criminal History Site (MACHS). If you do not have internet access, you may contact the vendor (IDEMIA) at 844-543-9712 for assistance with registration.

MACHS Registration Instructions:

1. Log-on to www.machs.mo.gov
2. Click on the "blue box" [Click here to register with the fingerprint portal](#)
3. Click on the "blue box" [Click here to register with MACHS](#)
4. Enter the 4-digit registration number provided by your agency. Click "enter"
5. Enter your personal information in the appropriate fields and proceed through the registration process.
6. Near the end of registration, you will be asked to verify all personal data and agency information before proceeding. If all information entered is accurate and complete, click "complete registration." This will redirect you to IDEMIA's website for further instruction.
7. Please note your Transaction Control Number (TCN) for future reference.
8. Email and/or phone number, and Date of Birth will be required at the fingerprint vendor location to search for your registration transaction.

The processing fee is automatically calculated based on the 4-digit registration number that was entered at the beginning of registration. All fees are payable to IDEMIA at the time of fingerprinting unless a billing account has been established by your agency.

Once fingerprinting is completed, IDEMIA will transmit your photo, personal data, and fingerprint images to the Missouri State Highway Patrol (MSHP) for processing. The results of the search will be provided to the authorized agency within approximately 1-5 business days. NOTE: IDEMIA does not have access to criminal history. For questions about your results, contact the requesting agency or MSHP. Please reference your TCN.

Missouri Non-Resident Cardscan

Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of Missouri or physically unable to visit an IdentoGo location. In order to complete the process, applicants must complete the following steps.

1. An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on a FBI (FD-258) fingerprint card or LiveScan fingerprints printed to a FBI (FD-258) fingerprint card.

Please provide the following information to the technician capturing the fingerprints

- **Capturing Four-Finger Slaps:**

- Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted to the right:
- Missouri State Highway Patrol will reject or refuse to process any fingerprint cards that have the four finger slap prints at an angle.



- **Capturing Individual Fingers:**

- Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.
- Missouri State Highway Patrol will reject and refuse to process any fingerprint card that contains non-rolled fingerprints.

- **Submitting Fingerprint Cards:**

- Fingerprints may be submitted on standard FD-258 FBI applicant cards
- The fingerprint card must be completely filled-out in legible print. The following information must be included or the Fingerprint Card will not be processed:
 - ✓ Full name
 - ✓ Date of birth
 - ✓ Social Security Number
 - ✓ Home address
 - ✓ Sex
 - ✓ Height
 - ✓ Weight
 - ✓ Hair color
 - ✓ Eye color
 - ✓ Place of birth (state or country only)
 - ✓ Citizenship



2. Once fingerprints are captured on a fingerprint card and the individuals demographic data is completely filled-out on the fingerprint card, please follow the steps listed below:
 - Pre-enroll on the MACHS system at www.machs.mshp.dps.mo.gov/.
 - After registering, the applicant will be routed to the IdentoGO website for selection of Fingerprint Card Processing.
 - i. All processing fees will be collected during the pre-enrollment process.
 - ii. A pre-enrollment confirmation page will be provided once registration is complete.
 - Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.
 - Mail the signed pre-enrollment confirmation page and the completed fingerprint card to:

IdentoGO

Cardscan Department – Missouri Program

340 Seven Springs Way, Suite 250

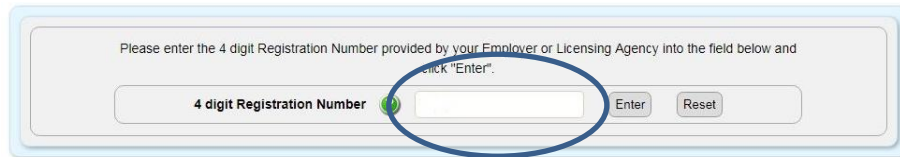
Brentwood, TN 37027

- For further instructions, each applicant should contact their employer or agency contacts for those details.

Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process. More information can be found on the IdentoGo Missouri website, found at <https://www.identogo.com/locations/missouri>.

Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Complete registration on the MACHS page (www.machs.mshp.dps.mo.gov/) using the 4-digit registration code provided by the requesting agency.



Please enter the 4 digit Registration Number provided by your Employer or Licensing Agency into the field below and click "Enter".

4 digit Registration Number Enter Reset

2. After entering their demographic information is complete, applicant will be routed to the Identogo page for completion.
3. Confirm information displayed is correct.



Please confirm the person being fingerprinted below:

Name: Tester T TESTI/Mercado Jr
Agency: Foster Adopt Connect
TCN: T123456789

Incorrect Correct

4. Select "Register for Fingerprint Card Processing Service".

Fingerprinting & Enrollment Services

For Licensing, Certification or Employment requirements in Missouri



For Digital Fingerprinting Services (Live Scan)
To register for digital fingerprinting services at an Identogo enrollment center, click the button below.

Register for Digital Fingerprinting Services

To Mail in Your Fingerprint Card
To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to Identogo after payment is made. Only out of state residents or individuals physically unable to be digitally printed are able to use this option.

Register for Fingerprint Card Processing Service

5. Confirm you would like to submit Fingerprint Cards by clicking "yes".
6. Confirm Date of Birth by re-entering applicant Date of Birth, then click "Next".

7. Pay using an authorization code provided by agency or employer, or pay with credit card. Once payment information has been entered, click "Submit".

IdentoGO English

Missouri

Essential Info **Payment**

Enter Payment Information

Please enter your payment information below. Then click "Next" to complete your transaction or "Cancel" to exit.

Apply Authorization Code

Authorization Code **Apply Coupon**

Pay With Credit Card

We Accept:

* Name on Card * Credit Card Number

* Month * Year * CSC/CVV

Summary:

2H52J2 - Missouri	\$20.50
Total Amount Due	\$20.50
	(non-refundable)

Cancel **Back** **Submit**

8. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 after printing. Submit this page along with your fingerprint card for processing to the address listed in Section 4. An example of the final screen is shown below.

IdentoGO English

Service Summary

1. SERVICE SUMMARY

Missouri

2. PAY AUTHORIZATION

3. PROVIDE APPLICANT CONTACT INFORMATION

Print Applicant Name (Last, First, Middle) Applicant Date of Birth (MM/DD/YYYY)

Phone Number Email or Email

4. MAIL DOCUMENTS

Please mail the following documents to the address provided below:

1. This printed and signed document.
2. Completed fingerprint card.

NOTES: If your agency requires a Social Security number, please be sure to enter the number on the fingerprint card or your fingerprint will not be processed and the packet will be returned to your contributing agency.

IdentoGO
CAROLAN DEPARTMENT
9840 CAROLAN DRIVE, SUITE 200
PHILADELPHIA, PA 19101-0000

Print & Close **Close**

© 2017 IdentoGO, Inc. All rights reserved.
Missouri - 000000



9. An e-mail notification will be sent once registration has been complete with a link to a Printable Service Summary and basic instructions.



Service Details:

Customer:	Hubert B Wolfeschlegelsteinhausenbergerdorff
UE ID:	UZ3R-12VK5S
TCN:	20180614f
ORt:	UEP500000
Service:	2H529S - MO Demo Full State and FBI Fees

This email confirms you have requested your fingerprint-based background check to be done by submitting a Fingerprint Card. In order to process your request, please mail the following documents:

1. The printed and signed IdentoGO registration summary page
2. Completed fingerprint card

The mailing instructions are on the registration summary page.

[Click here to view your printable summary page](#)

AGENCY PRIVACY REQUIREMENTS FOR NONCRIMINAL JUSTICE APPLICANTS

Authorized governmental and non-governmental agencies/officials that conduct a national fingerprint-based criminal history record check on an applicant for a noncriminal justice purpose (such as employment or a license, immigration or naturalization matter, security clearance, or adoption) are obligated to ensure the applicant is provided certain notice and other information and that the results of the check are handled in a manner that protects the applicant's privacy. 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), Section 50.12, among other authorities.

- Officials must provide to the applicant written notification¹ that his/her fingerprints will be used to check the criminal history records of the FBI.
- Officials must ensure that an applicant receives, and acknowledges receipt of, an adequate Privacy Act Statement when the applicant submits his/her fingerprints and associated personal information.²
- Officials using the FBI criminal history record (if one exists) to make a determination of the applicant's suitability for the employment, license, or other benefit must provide the applicant the opportunity to complete or challenge the accuracy of the information in the record.
- Officials must advise the applicant that procedures for obtaining a change, correction, or update of an FBI criminal history record are set forth at 28 CFR 16.34.
- Officials should not deny the employment, license, or other benefit based on information in the criminal history record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.
- Officials must use the criminal history record solely for the purpose requested and cannot disseminate the record outside the receiving department, related agency, or other authorized entity.³

The FBI has no objection to officials providing a copy of the applicant's FBI criminal history record to the applicant for review and possible challenge when the record was obtained based on positive fingerprint identification. If agency policy permits, this courtesy will save the applicant the time and additional FBI fee to obtain his/her record directly from the FBI by following the procedures found at 28 CFR 16.30 through 16.34. It will also allow the officials to make a more timely determination of the applicant's suitability.

Each agency should establish and document the process/procedures it utilizes for how/when it gives the applicant notice, what constitutes "a reasonable time" for the applicant to correct or complete the record, and any applicant appeal process that is afforded the applicant. Such documentation will assist State and/or FBI auditors during periodic compliance reviews on use of criminal history records for noncriminal justice purposes.

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

² See <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), 50.12(b) 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