



## NEED A BACKGROUND CHECK? FOLLOW THESE STEPS!!

If you are needing a background check for a license or permit you can go to [www.machs.mo.gov](http://www.machs.mo.gov).

Once you go to the Missouri Automated Criminal History System's website, scroll down and click on the Register for Fingerprints button.



On the next screen, click on the Register with MACHS button.



Enter "9998" as your registration number.

The screenshot shows the top of the MACHS website. The header is dark blue with the text "Missouri Automated Criminal History System (MACHS)" in white. Below the header is a navigation bar with buttons for "Home", "About", "Contact", "Name Search Portal", "FAQ", and "Links". The main content area is a light blue box with a white background. It contains the text: "Please enter the 4 digit Registration Number provided by your Employer or Licensing Agency into the field below and click 'Enter'." Below this text is a form field labeled "4 digit Registration Number" with a green question mark icon to its right. The field contains the text "9998". To the right of the field are two buttons: "Enter" and "Reset". Below the form is a logo consisting of a red square with a white "S" and a black stylized "3" next to it.

If there is a prompt for verification, click okay.

The screenshot shows a browser window with the address bar displaying "s.mo.gov/MACHSFP/form.html". A white verification prompt is overlaid on the page. The prompt text reads: "www.machs.mo.gov says Please verify that the Agency information now showing is correct. If not please contact your Agency to verify the number you have is correct." At the bottom right of the prompt is a green button with the text "OK" in white, which is highlighted with a yellow box. The background of the browser window shows the MACHS website navigation bar and a partial view of a profile for "Colonel Eric".

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

This screenshot is identical to the one above, showing the registration form with the text "Please enter the 4 digit Registration Number provided by your Employer or Licensing Agency into the field below and click 'Enter'." The form field contains "9998" and the "Enter" button is highlighted with a yellow box.

Fill out the Contact information, Personal Information and who is requesting the information. (This can be the City of Waynesville).

**There is no need to request a Notarized Clearance Letter.**

Once you have filled in all requested information, click on the Register button.

The fee for this service should be between \$8.50 to \$10.50 depending on your options. Once you are registered you will be notified where to report for your fingerprints to be taken. The cost of the report should be around \$20.00.

**Temporary driver's permits may be issued upon proof of background check request.**