

NAYLOR R-II SCHOOL DISTRICT

First Name

MI

Last Name

Street Address

City

State

Zip

Emergency Contact

Phone Number

E-mail address

Date of Birth

Telephone Number

SSN#

Cell Phone Number

Marital Status

S

M

Degree: **Yes** **No**

Certified Teacher: **Yes** **No**

Total Number of College Hours

Please circle which building(s) you are willing to substitute.

Any Level

Elementary

High School

Any Special Instructions: (Example: "Can only substitute on Wednesdays", "Cannot substitute during the month of October", etc.)

Signature

Date

FBI/Highway Patrol Background Check Procedures

Registration Process and Procedures - Missouri Residents

All applicants must pre-register at the Missouri Automated Criminal History Site (MACHS) www.machs.mo.gov for a fingerprint-based background check. The background check is performed by both the Missouri State Highway Patrol (MSHP) and the Federal Bureau of Investigation (FBI). After pre-registration, all Missouri-based applicants must visit one of the IdentoGo® office locations for fingerprinting (see the “Search For Fingerprint Locations Near You” link at www.machs.mo.gov).

A four-digit registration code is required to ensure that the results of the background check are returned to the correct organization for processing. Please see the following charts for the appropriate registration codes.

If You are Already Employed by a Missouri School District or If You Know Which District Will Be Employing You	
Your Occupation	Use this Registration Code
Administrator, Principal, Teacher, Substitute Teacher, Paraprofessional	Contact your Employing School District for the appropriate registration code.
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	
Secretary, School Nurse, Custodian, Lunch Room Worker, Volunteer, etc.	
School Bus Driver	

If you are employed by more than one school district, choose only one district's registration code number to initiate your fingerprint-based background check. All Missouri public school districts are able to share fingerprint results with each other (based on district policy). Please note that shared fingerprint results must be less than one year old to be accepted as valid.

If You are NOT Already Employed by a Missouri School District	
Your Occupation	Use this Registration Code*
Administrator, Principal, Teacher	2300
Substitute Teacher	2301
School Counselor, School Psychological Examiner, School Psychologist, Speech Language Pathologist	2300
*The information generated by these codes cannot be accessed by school districts. An additional background check may be required for employment purposes.	

Registration Process and Procedures - Non-Missouri Residents

Applicants located outside the state of Missouri are also required to pre-register (see above) at the MACHS website (www.machs.mo.gov) to initiate their fingerprint-based background checks. After pre-registration, these applicants must mail their completed fingerprint cards to IdentoGo® for processing. For detailed directions, please access the IdentoGo® website at:

https://www.IdentoGo.com/uploads/general/UEP_MO_card_scan_instructions.pdf

If you have any questions about the registration process or fingerprinting procedures outside of Missouri, please contact IdentoGo® customer service at 844-543-9712 or the Missouri State Highway Patrol's Criminal Justice Information Services Division (CJIS) at 573-526-6312.

Internet Access and Fingerprinting Site Locations

Applicants who do not have internet access may contact IdentoGo® at 844-543-9712 to initiate and complete the registration process. Please note: a four-digit registration code (see codes above) is required to initiate and complete the online registration process. All Missouri IdentoGo® fingerprint locations are listed at the MACHS website's "Search for Fingerprint Locations Near You" link (www.machs.mo.gov).

Processing Fees

The processing fee for both Missouri and Non-Missouri residents is \$41.75. Missouri residents will complete payments on site during the fingerprinting process. Non-Missouri residents will complete payments online during the pre-registration process. For additional information about fees, please visit www.machs.mo.gov.

Fingerprint/Background Check Results

Fingerprint/Background check information for educators and substitute teachers will be recorded on their profile page at the Missouri Department of Elementary and Secondary Education (DESE), *Educator Certification System* website. The reported results will be made available to the designated school district, based upon the registration code provided during the pre-registration process.

The results for non-certified staff members and bus drivers will not be available on the DESE *Educator Certification System* website and cannot be used for certification purposes. These results will only be available to the designated school district, based upon the registration code provided during the pre-registration process.

Important Notice from the Missouri State Highway Patrol Concerning Your Fingerprint-Based Background Check

As an applicant who is the subject of a state and/or 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 are hereby notified that by providing your fingerprints to the Missouri State Highway Patrol or IdentoGo®, the Missouri Fingerprint Services vendor, you agree to the following:

- Your fingerprints will be used to check the criminal history record files of the Missouri State Highway Patrol (MSHP) and/or the Federal Bureau of Investigation (FBI).
- Any criminal history information returned as a result of this search will be made available to requestors pursuant to Chapter 43 RSMo.
- All information, including your fingerprints, photograph, and any demographic data collected during the course of your fingerprint-based record check may be stored in MSHP and/or FBI files.
- Such data will be subject to comparisons against other submissions received by the MSHP and/or the FBI and to further disseminations by the MSHP or the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)) or Missouri Revised Statutes.
- Any future updates made to your arrest record may also be shared with the agency requesting this fingerprint-based background check if the requesting agency is a subscriber to the state and/or federal Rap Back program.

Questions about this notice should be directed to the Missouri State Highway Patrol Criminal Justice Information Services Division at 573-526-6153 or by email at machs@mshp.dps.mo.gov.

SUBSTITUTE CERTIFICATE APPLICATION PROCEDURE

In order to apply for a Missouri Substitute Certificate, you must submit all of the following items:

1. ONLINE SUBSTITUTE CERTIFICATE APPLICATION

- You will first need to create a profile in our certification system. Please follow the instructions outlined in the **Educator Certification System Help Guide** for the Certification System.
- After you have created a profile in our certification system, find the "applications" link in the menu on the left hand side of the screen to see a list of application types.
- Choose "Substitute" from the list to create an online application. Complete and submit the application.
- A non-refundable processing fee of \$50 is required. The fee will be paid at the time the application is submitted online. Fees may be paid by credit/debit card or by e-check.

2. REQUIRED SUPPORTING DOCUMENTATION

- ORIGINAL TRANSCRIPTS from ALL institutions you have attended must be mailed to: **Educator Certification, PO Box 480, Jefferson City, MO 65102-0480**. Please be sure to include your Social Security number or Educator ID number on all of the transcripts. Faxed, scanned, emailed, or photocopied transcripts will not be accepted. Transcripts become the property of the department and cannot be returned.

OR

- CERTIFICATE OF COMPLETION FROM APPROVED SUBSTITUTE TRAINING
- ORIGINAL COPY OF HIGH SCHOOL DIPLOMA, GENERAL EDUCATION DIPLOMA (GED), OR HIGH SCHOOL EQUIVALENCY TEST (HiSET) Original copy of high school diploma, general education diploma (GED), or high school equivalency test (HiSET) must be mailed to: **Educator Certification, PO Box 480, Jefferson City, MO 65102-0480**. Please be sure to include your Social Security number or Educator ID number. Faxed, scanned, emailed, or photocopied documents will not be accepted. These documents become the property of the department and cannot be returned.

3. FINGERPRINT/BACKGROUND CHECK

- A **criminal fingerprint/background clearance** must be obtained before a certificate can be issued.

TO LOG INTO YOUR ONLINE EDUCATOR PROFILE

To access your certification account (online profile) you must first log into DESE **Web Applications** with a user ID and password, and then choose the Educator Certification System link located on the User Applications page. Your certification account (online profile) provides access to each of the following:

- Apply for a certificate
- Print out a certificate
- View a certificate or pending application
- View assessment scores
- Check for the receipt of transcripts
- Check fingerprint/background status

Please Note: If you have not logged in to your certification account (online profile) in over 12 months, please contact the Office of Data System Management at **webappsloginassistance@dese.mo.gov** or 573-522-3207.

The Certification Account Portal allows you to:

- Apply for a certificate
- Print out a certificate
- View a certificate or pending application
- View assessment scores
- Check for the receipt of transcripts
- Check fingerprint/background status

Log into the Certification Account Portal

1. Log into with your User ID and password (**Locked out? Get help here.**)
2. Choose the Educator Certification System link (located on the User Applications page.)
3. To establish a User ID and password, follow the directions of the **Educator Certification Help Guide**
4. If you have a certification account, but have not accessed it for over 12 months, please follow steps #1 and #2 located in the **Educator Certification Help Guide**.

SUBSTITUTE APPLICATION CHECK LIST

- Official transcripts showing the completion of a minimum of sixty (60) college semester hours must be submitted. Acceptable hours must be completed through a college or university that is regionally accredited through one of the following approved associations: AdvancEd, Higher Learning Commission, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Commission on Colleges and Universities, Southern Association of Colleges and Schools, and Western Association of Schools and Colleges. We do not accept electronic, faxed, scanned, emailed, or photocopies of transcripts. Please be sure your social security number or educator ID number is listed on all transcripts. Transcripts become the property of the department and cannot be returned.
- A criminal background/fingerprint check must be completed. Please review the fingerprint information checklist at https://dese.mo.gov/sites/default/files/fingerprint_information_form.pdf for additional information. Background check clearances are only valid for 12 months. Questions regarding background check clearances should be directed to the Conduct and Investigations Office at 573-522-8315.
- All items submitted to the Department of Elementary and Secondary Education become the property of the Department and will not be returned or released to other agencies.
- All required documentation should be mailed to Educator Certification, P.O. Box 480, Jefferson City, MO 65102-0480. Any information sent to the Department should include a name and either a Social Security Number or Educator ID number.
- Current processing time for all applications is 4-6 weeks from the date of receipt.
- An email notification will be sent once a certificate has been approved and issued.
- A processing fee of \$50 is required. The fee will be paid at the time the application is submitted online. Fees may be paid by credit or debit card or by e-check. All processing fees are NON-REFUNDABLE.
- All required documentation must be received within 90 days of receipt of application. After 90 days, the application will be purged due to inactivity and a new application must be submitted. All documentation submitted to the department becomes property of the department and will not be returned.
- If you are applying for a Career Technical certificate, you must submit a completed Verification of Career & Technical Work Experience Form. The form may be downloaded at the following website: <https://dese.mo.gov/sites/default/files/Verification-Career-Tech-Work-Experience.pdf>

Print

Close



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: _____

Agency Name: NAYLOR R-II SCHOOL DISTRICT

Agency ORI: M0920320Z

Agency OCA: 091-091

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.

Fingerprint Registration Numbers for all agencies under MO920320Z

Registration Number	ORI Used	OCA Used	Statute Used	Record Type Used	Agency Name Used
1732	MO920320Z	090075C	43.543/168.133	X	CENTERVILLE R-I CERTIFIED
1733	MO920320Z	090075S	43.543/168.133	X	CENTERVILLE R-I SUBSTITUTES
1734	MO920320Z	090075U	43.543/168.133	X	CENTERVILLE R-I UNCERTIFIED
1735	MO920320Z	090075B	43.543/168.133	X	CENTERVILLE R-I BUS DRIVERS
1736	MO920320Z	090076C	43.543/168.133	X	SOUTHERN REYNOLDS CO. R-II CERTIFIED
1737	MO920320Z	090076S	43.543/168.133	X	SOUTHERN REYNOLDS CO. R-II SUBSTITUTES
1738	MO920320Z	090076U	43.543/168.133	X	SOUTHERN REYNOLDS CO. R-II UNCERTIFIED
1739	MO920320Z	090076B	43.543/168.133	X	SOUTHERN REYNOLDS CO. R-II BUS DRIVERS
1740	MO920320Z	090077C	43.543/168.133	X	BUNKER R-III CERTIFIED
1741	MO920320Z	090077S	43.543/168.133	X	BUNKER R-III SUBSTITUTES
1742	MO920320Z	090077U	43.543/168.133	X	BUNKER R-III UNCERTIFIED
1743	MO920320Z	090077B	43.543/168.133	X	BUNKER R-III BUS DRIVERS
1744	MO920320Z	090078C	43.543/168.133	X	LESTERVILLE R-IV CERTIFIED
1745	MO920320Z	090078S	43.543/168.133	X	LESTERVILLE R-IV SUBSTITUTES
1746	MO920320Z	090078U	43.543/168.133	X	LESTERVILLE R-IV UNCERTIFIED
1747	MO920320Z	090078B	43.543/168.133	X	LESTERVILLE R-IV BUS DRIVERS
1748	MO920320Z	091091C	43.543/168.133	X	NAYLOR R-II CERTIFIED
1749	MO920320Z	091091S	43.543/168.133	X	NAYLOR R-II SUBSTITUTES
1750	MO920320Z	091091U	43.543/168.133	X	NAYLOR R-II UNCERTIFIED
1751	MO920320Z	091091B	43.543/168.133	X	NAYLOR R-II BUS DRIVERS
1752	MO920320Z	091092C	43.543/168.133	X	DONIPHAN R-I CERTIFIED
1753	MO920320Z	091092S	43.543/168.133	X	DONIPHAN R-I SUBSTITUTES
1754	MO920320Z	091092U	43.543/168.133	X	DONIPHAN R-I UNCERTIFIED
1755	MO920320Z	091092B	43.543/168.133	X	DONIPHAN R-I BUS DRIVERS
1756	MO920320Z	091093C	43.543/168.133	X	RIPLEY CO. R-IV CERTIFIED
1757	MO920320Z	091093S	43.543/168.133	X	RIPLEY CO. R-IV SUBSTITUTES
1758	MO920320Z	091093U	43.543/168.133	X	RIPLEY CO. R-IV UNCERTIFIED
1759	MO920320Z	091093B	43.543/168.133	X	RIPLEY CO. R-IV BUS DRIVERS