

# Steps for Completing the Background Screening Process

## Fingerprinting

1. Child Care Providers applying to become registered to receive Child Care Subsidy payments from the Child Development Block Grant (CCDF) or renewing their current child care registration, will complete the [Comprehensive Background Screening Information form](#) for themselves, staff, volunteers, and household members 17 years old & older and submit form to CCPRU with their Registration Agreement for Services.
2. Register with the fingerprint portal on the Missouri State Highway Patrol's [Missouri Automated Criminal History System \(MACHS\)](#).
3. Once you click on "register", you will be prompted to enter the four digit registration number required for the results of your fingerprints to be sent to Missouri Department of Social Services, Children's Division, Office of Early Childhood.
  - a. The registration number for Early Childhood, that providers must use is **2950**
  - b. If you are a licensed provider, please refer to the [Department of Health and Senior Services, Section for Child Care Regulation's Background Check Process](#).
  - c. Once you submit the registration code, the next page will have you confirm the requesting entity. It should list Department of Social Services Office of Early Childhood Daycare in Home as the ORI Name.
4. After confirming the information is correct, you will enter your personal information and click on "Enter" at the bottom of the page.
5. The next page will inform you that your registration is not complete and prompt to review the information you have submitted. You will be provided with a Transaction Control Number (TCN). This number is only used for MSHP tracking only. This is NOT your coupon code.
6. After you click on "submit" you will be given the Missouri Applicant Fingerprint Privacy Notice. Please review and click on complete registration.
7. You will then be redirected to the IdentoGO Missouri website. You will verify if your name and the requesting entity is correct.
8. Once you have verified that the information is correct you will register for Digital Fingerprinting Services.
9. You will enter your zip code and this will generate a list of locations closest to you.
10. You have the option of completing a "Walk-in" appointment or you can schedule an appointment. Please note, not all locations will be able to offer walk-ins due to large volume of fingerprint requests. You may be better off to schedule an appointment.
11. The current cost for processing fingerprints is \$20.00 for the Missouri State Highway Patrol, \$13.25 for the FBI screenings, and \$8.50 for the fingerprinting processing fee, for a total of \$41.75. The cost of the comprehensive background check will be the responsibility of the individual child care staff member but may be paid or reimbursed by the child care provider at the provider's discretion.

Additional fingerprinting locations can be found at: [IdentoGO Locations](#). Please make sure you have registered before you make an appointment or complete a walk-in.

## Family Care Safety Registry

1. Register yourself and all household members age 17 and older with the Family Care Safety Registry (FCSR). Complete the FCSR application for yourself and all household members age 17 and older online at <https://webapp02.dhss.mo.gov/bsees/>.

### *Helpful Tips:*

- a. Submit your FCSR request online to speed up the registration process.
  - b. There is a one-time registration fee and processing fee, per person, payable by valid credit or debit card. Visit <https://webapp02.dhss.mo.gov/bsees/> to view fee amounts.
  - c. **If you are already registered with the FCSR, you do not have to pay the fee and register again.**
  - d. Background screenings through FCSR must be completed every year and in the following situation(s):
2. If at any time during your registration period additional household members age 17 or older enter your home or a current resident turns 17 years old, the individual needs to be registered immediately with the FCSR and the Child Care Provider Relations Unit notified of the change.
    1. Providers, their staff, volunteers, and/or household members 17 years old & older will register with the [Family Care Safety Registry](#) through the Department of Health and Senior Services.
    2. The fee to register with the FCSR is \$14.00 (effective 1/1/2019) and a processing fee of \$1.25. There is also an option to avoid incurring the processing fee by registering via mail by using the [Registration Form](#) instructions.
    3. Instructions for the online registration process can be found by clicking [here](#).
    4. The Child Care Provider Relations Unit will utilize the information provided on the [Comprehensive Background Screening Information form](#) to obtain background screening results from the Family Care Safety Registry (FCSR).