

Frequently Asked Questions: Background Check for Child Care Providers

Who is required to have background check?

You must complete a background screening if you are:

- A child care provider applying to register with the Department of Social Services
 - Note: this includes Religious-In-Compliance organizations receiving or applying to receive Child Care Development Funds (CCDF)
- Employed by the child care provider, including contract or self-employed staff
- A volunteer who helps care for or supervise children for a child care provider
- A volunteer who has unsupervised access to children who are cared for by the child care provider
- Anyone age 17 or older living in the home of an unlicensed child care provider who is caring for six or fewer children.

What kinds of background checks are conducted?

A fingerprint-based background check and a name-based background check are completed for everyone. These checks include:

- A Federal Bureau of Investigation (FBI) fingerprint check
- A search of the National Crime Information Center's National Sex Offender Registry
- A search in each state the individual lived in the past 5 years of the:
 - State criminal registry or repository
 - State sex offender registry or repository
 - State-based child abuse and neglect registry and database

If fingerprints are submitted and rejected twice, the Department will complete a name-based search of the National Crime Information Center (NCIC). It typically takes around 4-6 weeks to receive the results of a name-based check from the FBI. This check includes:

- An adult and juvenile criminal record search of the Missouri State Highway Patrol database
- A search of the Missouri sex offender registry
- A search of the Missouri child abuse and neglect registry and database

Will there be a charge for fingerprint checks?

Yes, the total cost for a fingerprint check is \$41.75. This amount covers:

- The fingerprint processing fee (\$8.50)
- The Missouri State Highway Patrol processing fee (\$20.00)
- FBI screenings (\$13.25)

Who pays for the fingerprint background check?

The individual completing the background check will be required to pay unless their employer chooses to reimburse them.

How do I pay for my fingerprint check?

You can pay for your fingerprint check online when you register with the [MACHS Fingerprint Portal](#), or you can pay in-person when you complete your fingerprint check.

When do I need to complete the fingerprint background check and how often is a new check required?

Fingerprint background checks are required when applying for initial registration for CCDF child care funding and every 5 years after.

If I work at multiple facilities, will duplicate fingerprint background checks be required?

No. As long as there is a current record of a fingerprint-based background check on file with the Early Childhood Section of the Department of Social Services, you are not required to complete a fingerprint check for each facility you work at. The facility must list the individual as a current staff/volunteer in order to receive verification that the background check is not required.

I'm starting a job at a child care facility, but I've had a background check completed before. Do I need to do it again?

You will be required to complete a new background check if you begin working for a new child care provider or facility and:

- You have **not** been employed by a licensed or licensed-exempt child care provider for more than 180 days
- It has been more than 5 years since you were fingerprinted for child care purposes

If I've had fingerprints taken for a background check for another reason, can those results meet the child care requirement?

No, new fingerprints will be required. Background check information cannot be shared between agencies or businesses and the type of background check information required by law may be different.

Who is IDEMIA?

The Missouri State Highway Patrol (MSHP) has contracted with IDEMIA for fingerprinting services. IDEMIA representatives help with the fingerprinting process and offer locations for fingerprinting services.

What is MACHS?

MACHS is the Missouri Automated Criminal History Site with MSHP.

How do I register for fingerprinting for MACHS?

You will need to:

- Register with the [MACHS Fingerprint Portal](#)
 - If you don't have internet access, contact IDEMIA directly at 1-844-543-9712 to register
- Enter **8865** as your registration number so your results are sent to the Missouri Department of Social Services for review

What do I need to get my fingerprints taken?

Two things will be required to complete your fingerprint check:

1. A valid photo ID
2. The Transaction Control Number (TCN) you were issued when you registered with MACHS

Where will I go to get my fingerprints taken?

Once you complete your MACHS registration, you can enter your zip code to find a location nearest you through [IndentoGO](#). You will then have the option to complete a "walk-in" appointment (if available) or schedule an appointment.

*Please note that you **must** pre-register before your appointment.

How long will it take to get fingerprint background check results?

Results will typically take between 1-2 weeks from the date fingerprints are received. Results may take longer if your information is incomplete, or if other states registries or databases need to be checked.

Is there a way to shorten the time it takes to get fingerprint background results?

Registering for your fingerprint check online through the [MACHS Fingerprint Portal](#) and making sure your information and registration code is correct will allow your results to come in as quickly as possible.

What happens if my fingerprints are rejected?

Fingerprints may be rejected due to poor quality. If your fingerprints are rejected, you will be notified that you will need to submit a new set of fingerprints to run the check again. If your fingerprints are rejected a second time, a name-based check will be run.

Will I be charged another fee if my fingerprints are rejected and I need to have them taken again?

No. You will be given a number to use when you get your fingerprints taken again so there will be no fee.

How will I know I cleared the comprehensive fingerprint background check?

Once your background check is complete:

- An Eligibility letter will be sent by mail to you and a copy sent to your employer, indicating whether you are eligible for employment at a child care facility.
- In the event your results are disqualifying, a certified letter will be sent to you with details of the disqualifying record. You will also be advised of the right to appeal the results and/or challenge the accuracy or completeness of the information contained within your results at that time.
- A separate notice of ineligibility will be sent to your employer, with no details of the disqualification.

The department will not publicly reveal any disqualifying crime or other related information.