Fingerprinting Authorization For Natural Parents

Dear Parent,

This letter is in reference to your requested criminal background check. **COST FOR THIS PROCESS IS PAID BY YOU AT THE TIME PRINTS ARE COLLECTED.** House Bill 1453, which was passed during the 2004 legislative session, prevents the Children’s Division from reuniting any child with a parent who, or into a household where a household member, has been convicted of specific criminal charges. In order to assure that neither you, nor anyone in your household, have been convicted of one of these crimes, the Division is requesting an FBI record criminal background check on you and all adult household members.

Registration at the Missouri Highway Patrol Missouri Automated Criminal History Site, MACHS, [www.machs.mo.gov](http://www.machs.mo.gov) is required. Registration requires a unique 4 digit registration number. The Children’s Division worker will provide that number located in box at the conclusion of this letter.

If you do not have access to the Internet, you may contact the electronic fingerprinting vendor, IdentoGO directly at (844) 543-9712 to have a Fingerprint Services Representative conduct the registration on your behalf.

After you confirm your appointment you will be provided a unique authorization code and all appointment information. If possible print this page, or write down the TCN and appointment information.

You will need to bring with you to the appointment a government-issued photo identification. Acceptable forms of I.D. are a current driver’s license, current state identification card, passport, and military identification card.

Sincerely,

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| **Registration Number:**  |

**Non-Criminal Justice Applicant’s Privacy Rights**

As an applicant who is the subject of a 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 have certain rights which are discussed below.

* You must be provided written notification1 that your fingerprints will be used to check the criminal history record of the FBI.
* If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
* The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
* If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.2

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.3

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks> .

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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

2 See 28 CFR 50.12(b).

3 See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV9c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

If you are a Veteran in the state of Missouri and are interested in learning more about benefits and resources available to you and your dependents, visit [https://mvc.dps.mo.gov/MoVeteransInformation/Survey/DSS](https://urldefense.com/v3/__https%3A/links-1.govdelivery.com/CL0/https%3A%2A2F%2A2Fmvc.dps.mo.gov%2A2FMoVeteransInformation%2A2FSurvey%2A2FDSS/1/01000193218a84d0-8f198a3b-c422-4f00-8742-000348342f9e-000000/fec4DKiy5orO1fZfF_kT5FUoneXJe0utfDBEVH0TDeU%3D379__;JSUlJSU!!EErPFA7f--AJOw!CWnF7jPI_CIrBk9YG0heJ87akjNcW2Ie1zvraoFh8tnzaGcGLAbvBbhVQO6210Frx99RsLGhw_3RyAph9WRtC5juzBRpNwWTdl5viy_Khiky$).