FINGERPRINTING AUTHORIZATION FOR ADOPTIVE RESOURCE HOME

Dear Adoptive Only Parent,

This letter is in reference to your required criminal background check. **THERE IS NO COST TO YOU FOR THIS PROCESS.** House Bill 1453, which was passed during the 2004 legislative session, authorizes the Children’s Division to conduct criminal background investigations on all prospective foster/relative/kinship care providers prior to being licensed and currently licensed foster/relative/kinship care providers at the time of license renewal. This background check also includes **all** household members age 17 and older. This criminal background check must include fingerprints to check the criminal history record of the FBI.

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. Your resource licensing worker will provide the number located in the box at the conclusion of this letter. After submission of required registration information, you will be directed to the electronic fingerprinting service to register for the appointment.

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.

You will need to click on the option “Print” to obtain your unique Payment Authorization Code. There is one unique code for each person to be printed. If you don’t have access to a printer you must write down the Payment Authorization Code or take a picture of the code with a cell phone. You **must** have this Payment Authorization Code to be printed at the fingerprinting location, or payment will be required.

You will need to bring with you to the appointment the Payment Authorization Code and 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.

We appreciate your assistance in completing these criminal background checks. We know you have the safety and best interest of children in mind. Thank you for your participation in our foster care program and your dedication to Missouri’s children.

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$).