

## MCC-Blue River Police Academy



### FINGERPRINT INSTRUCTIONS AS REQUIRED BY THE STATE OF MISSOURI

Fingerprints are now taken electronically by the Missouri Automated Criminal History Site (MACHS).

1. All Applicants must register with MACHS before they will be allowed to have their fingerprints taken.
2. Call 3M/Cogent toll free number (877) 862-2425 or go to the secure website ([www.machs.mo.gov](http://www.machs.mo.gov)) for a list of POST-approved fingerprinting locations and to register.
3. You will need to provide certain identifying information, the reason for being fingerprinted and for whom they are being printed.
  - A. Reason for being printed: POST Licensing.
  - B. Click on the Blue Tab labeled to Access the MACHS Fingerprint Search Portal to schedule a background check by Fingerprints.
  - C. Each applicant will be printing for a standard State **and** FBI Search.
  - D. MCC-Blue River Police Academy registration Code number is: **5987**.
4. Choose from available times and locations. Driving directions can be found on the website.
5. At the scheduled appointment 3M/Cogent will verify identification; bring with you photo ID such as: Driver's License, Passport or Military ID.
6. You must pay the appropriate fee at the time of your registration or appointment. You may pay by check, money order or credit card.
7. You will receive a receipt, which will include the transaction identification number. This number can be used to track your transaction through the entire process.
8. Print a copy of your fingerprinting receipt and take this to the MCC-Blue River Public Safety Institute/Police Academy offices.

## NONCRIMINAL 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 notification<sup>1</sup> 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.<sup>2</sup>

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.<sup>3</sup>

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.)

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> 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).