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Saint Louis Public Schools Background Check Procedures

1. Go to: <https://www.machs.mo.gov/MACHSFP/form.html>
 - If you need telephone-based assistance scheduling your appointment, call IdentoGO at 844-543-9712.
 - If you have any questions about the website, please call 844-543-9712.
2. Enter **2214** as the 4-digit registration number.
3. Fill in all information with a red asterisk. When complete, hit Register.
 - No punctuation marks will be accepted. Please spell out SAINT instead of ST.
 - Add your primary phone number in the “Home Phone” section.
 - Add your email address so you can receive communication about your appointment and instructions on rescheduling.
4. Verify all the information is correct, if not, click **Edit** and make the corrections.
5. Read the Missouri Applicant Fingerprint Privacy Notice and if you accept click **Complete Registration**.
6. Confirm the person being fingerprinted. If the person is correct, click **Correct**.
7. Click **Register for Digital Fingerprinting Services** to book your appointment at an IdentoGO location.
8. Add the zip code for the closest location and click **Go**.
9. Locations will be listed in proximity to your entered zip code.
 - Find your location and date and click **Schedule**.
 - Select the time and click **Continue**.
10. Your registration is now complete. Print or screenshot this page for your records.
11. The cost of fingerprinting is \$44.75. Remember to bring a check, money order, credit card, or coupon code when you are fingerprinted. You will not be fingerprinted without payment.

Day of Reminders

1. Your photograph will be taken during the fingerprinting process. Please dress appropriately.
2. The results of your fingerprint background check will be sent directly to your employer or requesting agency. Your background check results will not be available through IdentoGO.
3. The state of Missouri requires you to present one form of photo identification at your registration. The identification presented must be valid and not expired.
4. Personal checks and cash will not be accepted. The cost is \$44.75.

Saint Louis Public Schools may take 5-7 days to receive your background check. Please reach out to the requesting Saint Louis Public Schools department for an update on your status.