

FINGERPRINT BACKGROUND REPORT

By
MACH & 3M/COGENT

- I. Register with MCAHS www.machs.mo.gov or 1-877-862-2425
Click on Icon to access the MACHS Fingerprint Portal
- II. Reason for Request
Select the option requiring the 4 digit registration number
Click on "Registration"
Enter 4 digit registration number
1092 Certified Staff
1093 Substitutes
1094 Uncertified (Paras, Volunteers, Custodial, Maintenance)
1095 Bus Drivers
Click "Populate" and Verify Name and Identifying Info of agency for which you are registering (Windsor C-1 School District)
If the agency info is incorrect, Stop. Contact Julie at 636-464-4447
If agency info is correct "Verify"
- III. Enter Personal Info as requested.
Click "Register" upon completion.
- IV. Verify all info. Click on Schedule Fingerprinting"
- V. Payment - Before an appointment will be scheduled you will need to make Payment arrangements.
a) online b) at time of appointment
Fee is \$44.80
Volunteers - \$43.80 * Volunteers make sure you mark Volunteer so you will be charged correctly.
- VI. Appointment Scheduling 3M /Cogent Fingerprint Service Site will pop up
Complete as directed.
Choose Site
Choose Date
Choose Time
Confirm Appointment. Print Receipt page, which provides your unique transaction control number and all appointment information.
- VII. Contact Julie at 636-464-4447
Provide Your Name
Department to receive report (ie. maintenance, food service, bus, volunteer [which building], Certified or Substitute)