

## WASHU BACKGROUND CHECK - INSTRUCTIONS

1. You must go to [www.machs.mshp.dps.mo.gov](http://www.machs.mshp.dps.mo.gov) to register for your **ON CAMPUS** background check.
2. Select “Click Here to Access the MACHS Fingerprint Search Portal to schedule a background check by Fingerprints”.
3. Select “Click Here to Register with MACHS”.
4. Enter the 4 digit Registration Number of **5764**.
5. Enter your complete demographic information and print your Transaction Control Number (TCN) for future reference
6. You will need to pay the fee associated with the background check ~\$50, but you will be reimbursed after participating in 3 YSP events, please be sure to bring your TCN number to your fingerprinting session.
7. Complete the [MoVECHS Waiver Agreement and Statement](#) form and bring to your fingerprinting session at Campus Card Services. (attached)
8. Read and keep the [Noncriminal Justice Applicant’s Privacy Rights](#) document. (attached)
9. You must bring a valid state or federal issued photo ID to your fingerprinting session.
10. All volunteers must complete this training on interacting with minors on campus: <https://card.wustl.edu/wp-content/uploads/2016/01/2.0-Quick-Start-Guide-2.pdf>.

**Please be sure to complete before getting your fingerprinting done.**

**Please remember to bring a valid state or federal issued photo ID to your fingerprinting session as well as the “MoVECHS Waiver Agreement and Statement” form SHP- 981D.**



Missouri State Highway Patrol  
Criminal Justice Information Services Division (MSHP-CJISD)

### WAIVER AGREEMENT AND STATEMENT

#### Missouri VECHS Program

Missouri Volunteer and Employee Criminal History Service (MOVECHS)

Pursuant to the National Child Protection Act, as amended by the Volunteers for Children Act (NCPA/VCA), this form must be completed and signed by every current or prospective applicant for whom fingerprint-based criminal history records are requested by an Authorized Recipient (AR).

I, the undersigned, hereby authorize \_\_\_\_\_  
*Name of Authorized Recipient (AR)*

to submit a set of my fingerprints to the MSHP-CJISD and Federal Bureau of Investigation (FBI) for the purpose of accessing and reviewing state and national criminal history records that may pertain to me. I understand that I would be able to receive any Missouri record from the MSHP-CJISD, and any national criminal history record from the FBI pursuant to 28 CFR Sections 16.30-34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement and Statement, it is my intent to authorize the dissemination of any Missouri and national criminal history record that may pertain to me to the AR.

I understand that, until the criminal history background check is completed, the AR may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, the AR may provide me a copy of the criminal history background report, if any, received on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before a final decision is made.

**Yes, I have** (OR)  **No, I have not** been convicted of or plead guilty to a crime.

If yes, please describe the crime(s) and the particulars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_

The AR may share/disseminate my criminal history record information with other authorized recipients only after confirming that the recipient has a signed user agreement on file with the MSHP-CJISD and the dissemination is in accordance with state and federal law.

**Yes**  **No**

**ORI/OCA or MACHS Number:** \_\_\_\_\_

*This document must be retained by the AR and is subject to audit by the MSHP-CJISD and FBI.*

## 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 IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).