



ST. LOUIS COUNTY AND MUNICIPAL POLICE ACADEMY

To: DEPARTMENT HIRED/OPEN ENROLLMENT RECRUITS
St. Louis County & Municipal Police Academy

From: CAPTAIN JERRY KELLY, Director
St. Louis County & Municipal Police Academy

Subject: POST REQUIRED FINGERPRINT PROCEDURES FOR POLICE RECRUITS

The Missouri Department of Public Safety POST Commission has recently awarded the Applicant Fingerprint Services contract to IDEMIA effective August 6, 2018, for fingerprinting requirements in place under RSMo 590.060. The section mandates that each person applying for entrance into a basic law enforcement training program must submit to POST a state and federal fingerprint-based criminal background check to be eligible for entrance into a basic training program. Based on the submission of this fingerprint and record check, the Department of Public Safety's POST Program will determine the suitability of the applicant requesting entrance into a training program. The candidate seeking entrance into the basic training program will be charged a fee (listed on the below listed website) for the state and federal background checks.

The following procedures will allow department sponsored police recruits and Open Enrollment recruits to register for the mandatory Missouri Automated Criminal History Site (MACHS) Fingerprint Portal.

Step 1: Applicants can reach the MACHS Fingerprint Portal at www.machs.mo.gov

Step 2: Applicants must click the blue tab labeled "Click here to Register with the Fingerprint Portal" (located at the bottom of the large box).

Step 3: Applicants must click the blue tab labeled "Click here To Register with MACHS"

Step 4: The applicants will then be prompted to enter the 4 digit registration code for the training center they will be attending.

The St. Louis County & Municipal Police Academy Code is 5985.

Step 5: Upon the appropriate 4 digit registration code being entered, the applicant will follow the prompts as directed.

Step 6: The registered applicants must then respond to one of the identified Identigo subcontracting sites in the St. Louis area. (Locations are listed on the main screen of the

MACHS website in the blue box to the left labeled “Fingerprint Portal Registration: click Search for a Fingerprint Location Near You.) The applicants should call before responding to the vendor to ensure the business is open and the fingerprint system is working.

The above information refers to law enforcement training center fingerprinting for POST purposes only. The MSHP has determined that employment based fingerprint results cannot be disseminated to POST for licensing purposes. The processes outlined above are not to be confused with the normal process for all statewide criminal justice agencies conducting fingerprint-base background checks for the purposes of screening applicants for employment with their respective agency, as that type of background check is completed free of charge.

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