



# SCHOOL DISTRICT OF CLAYTON

## Volunteer Fingerprinting Process

The Missouri State Highway Patrol has contracted with IdentoGO to conduct Live Scan digital fingerprinting in order to expedite the background check process and allow people to begin working sooner.

### FINGERPRINTING INSTRUCTIONS

1. Begin the registration process with MACHS (Missouri Automated Criminal History Site): [www.machs.mo.gov](http://www.machs.mo.gov).
2. Click on the blue box to Register with the Fingerprint Portal, then click on the blue box to Register with MACHS.
3. Enter the 4-digit registration code, **1870**, then click “Enter”.
4. You should see the name and identifying information for the School District of Clayton.
5. Just below this you will be asked if this search is being conducted for a position as a volunteer. Please check "Yes".
6. Enter your personal demographic data into the spaces provided. Mandatory fields are marked with a red \*. Once all personal information has been entered, click “Register”. You will be asked to verify your personal data; edit if necessary. Click “Continue Registration”.
7. Review the privacy rights then click “Complete Registration”. You will be redirected to IdentoGO to complete your registration.
8. You will be asked to choose an option as to how you would like to complete the fingerprinting process. Choose **“Register for Digital Fingerprinting Services”**.
9. Enter a zip code to determine the closest fingerprinting locations. You can choose from multiple days and locations to schedule your appointment. Please schedule an appointment rather than going as a walk-in.
10. The next page displays your completed registration information. (A confirmation of your registration and appointment will also be sent to the email address you provided.) You may wish to print this information to take to your fingerprinting session. You will be required to present one form of photo identification at your fingerprinting session. Use the link at the bottom of the completed registration page to view a list of acceptable forms of photo identification.
11. A fee of approximately \$40 is due at the time of fingerprinting.

If you need assistance with registration, please contact IdentoGO customer service at 1-844-543-9712 and a representative will assist you.