MISSOURI STATE HIGHWAY PATROL

SHP-158Q 01/15

REQUEST FOR CRIMINAL RECORD CHECK

PLEASE PRINT OR TYPE.

GENERAL INFORMATION

APPLICANT'S LAST NAME	FIRST	MIDDLE	JR / SR

MAIDEN / ALIAS LAST NAME	FIRST	MIDDLE	JR / SR

SEX	DATE OF BIRTH (MM/DD/YYYY)	SOCIAL SECURITY NUMBER	RACE
☐ MALE ☐ FEMALE			☐ BLACK ☐ INDIAN ☐ OTHER ☐ WHITE ☐ ASIAN

ADDRESS	STREET - P.O. BOX	CITY	STATE	ZIP CODE

fold

TYPE OF RECORD CHECK — PROCESSING FEE — METHOD OF PAYMENT

(per Sections 43.527 and 43.530, RSMo.)

☐ **$12.00 NAME SEARCH**
Based on NAME, DATE OF BIRTH, AND SOCIAL SECURITY NUMBER. Response will be returned with all open records and records of conviction.

☐ $20.00 FINGERPRINT SEARCH
☐ Open Records
☐ Open and Closed Records

☐ $2.00 NOTARY LETTER

Fee is payable either by check or money order (NO CASH) to "State of Missouri, Criminal Record System Fund."

Either the Date of Birth OR Social Security Number MUST be provided for processing.

For faster processing criminal record checks are available online at: www.machs.mo.gov

Please forward the request and fee to:

Missouri State Highway Patrol
Criminal Justice Information Services Division
Post Office Box 9500
Jefferson City, MO 65102

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MSHP / CENTRAL REPOSITORY RESPONSE

NAME OF LICENSEE: _____

BUSINESS ADDRESS: _____

SEND REPLY TO (Print or type your mailing label below.)

Telephone (include area code) _____

Department of Public Safety
CITY OF ST. LOUIS
EXCISE COMMISSIONER
ROOM 416 CITY HALL

MISSOURI STATE HIGHWAY PATROL CENTRAL REPOSITORY

Criminal Justice Information Services Division
General Information

The Missouri Criminal Records Repository (MCRR) collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by Sections 43.500 and 589.400, RSMo. CHRI is information collected by criminal justice agencies on individuals and consists of arrests, prosecutions, final dispositions, correctional supervision, and releases. All felony and serious misdemeanor arrests (referred to as reportable arrests), including offender registration information as defined under Section 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal background checks may be requested by means of:

1) A **Personal Identifier Search** (name-based) which searches information based on the name, date of birth, and social security number of an individual.
2) A **Fingerprint Based Search** which searches the state's criminal history files by conducting a fingerprint comparison of the applicants fingerprints with the criminal (arrest) fingerprints on file with the Central Repository. Fingerprint images are collected and submitted using the standard federal applicant fingerprint card (FD-258).

The Personal Identifier Search requires a payment of **$12.00** per request. The background check results are considered a ***"possible match"*** and will include only open records. Any individual, business, or agency may request and receive open record information by means of a personal identifier search. **Open records include:**

- Records containing convictions, such as plead guilty to, or convicted of.
- Arrest information that is less than 30 days old from the date of arrest.
- Charges filed from the prosecutor, awaiting final disposition from the court.
- Records that contain a suspended imposition of sentence (SIS) during the probation period.

A Fingerprint Based Search requires a payment of **$20.00** per request. The results of a fingerprint-based background check are considered a ***"positive match"*** and will provide either open records or closed (complete) records as requested by the applicant.

An applicant may choose to conduct a fingerprint based criminal record check containing open records thus limiting the dissemination of criminal history information to **only** open record information. The Criminal Justice Information Services (CJIS) Division will release fingerprint-based criminal history information containing only open record information to any individual, business, or agency when requested by the applicant.

An applicant may choose to conduct a fingerprint-based criminal record check for release of closed records thus allowing dissemination of all criminal history information on file with the Central Repository. Closed records will only be released with a record check submitted by means of a fingerprint comparison and will only be released directly to the applicant or to a qualified entity if authorized in accordance with Section 610.120 and Chapter 43, RSMo. **Closed records include**:

- All criminal history data, including all arrests (filed or not filed charges).
- Charges that have been nolle prossed, dismissed, or found not guilty in a court of law.
- Suspended Imposition of Sentence (SIS) after the probation period is complete.

Notary Letters are provided upon request and require an additional $2.00 processing fee, per request. A notary letter may be requested with either a personal identifier search or a fingerprint search.

PENALTY — A person who knowingly violates any provision of Sections 43.532, 43.540, 610.100, 610.105, 610.106 or 610.120 RSMo is guilty of a class A misdemeanor.

FBI Record Requests

The FBI only has open files meaning that if someone has the authority to receive the records; they receive all that is on file.

Individuals that need a Federal or Federal Bureau of Investigation (FBI) background check, for personal reasons or for employment purposes for entities not authorized through Missouri State Statute or the Missouri VECHS program, can submit fingerprints with an $18.00 fee directly to the FBI. For information on how to obtain a federal background check directly from the FBI, please refer to information regarding the FBI's Identity History Summary Check on the FBI's website at www.fbi.gov.

Effective February 1, 2015, Federal record checks for non-criminal justice entities are $14.75 for licensing and employment checks and $13.50 for volunteers.