

Background Check Procedures

Most area school districts which host university students for clinical experiences require that students have completed a background check. These screenings can include an FBI fingerprint check, a Missouri Highway Patrol open records check and a screening for child abuse/neglect findings. **Background check requirements vary by school district.**

Open records check + child abuse/neglect screening:

The Teacher Education Unit at Fontbonne University uses the *Family Care Safety Registry* to conduct these screenings. **You only have to register once.**

How to register—two options:

1. Online registration may be completed at <http://health.mo.gov/safety/fcsr/> using the “Register Online” link. Payment is made by credit card, and you will be charged a nonrefundable \$10.00 registration fee plus an additional \$1.00 processing fee. **(Preferred)**

OR

2. By mail, submit a completed *Worker Registration Form* (available in East 235), a photocopy of your Social Security card and a \$10.00 registration fee. Payment is by check or money order payable to the Missouri Department of Health and Senior Services. Mail to: Missouri Department of Health and Senior Services, Fee Receipts Unit, P.O. Box 570, Jefferson City, MO 65102. **(Can take 8+ weeks to get results)**

On the registration form under “Section A: Worker Type,” check the “Voluntary Registrant” box.

Registrant notification:

You will be notified in writing each time someone requests information about you from the Registry. This notification will contain the name and address of the organization making the request and the background information released.

Once you have registered, you must notify Rick Gwydir, Teacher Certification Coordinator, 235 East Building, (314) 889-4515, rgwydir@fontbonne.edu.

FBI/Missouri Highway Patrol fingerprint check:

The Teacher Education Unit at Fontbonne University uses the Missouri Applicant Processing Services (MOAPS) for fingerprint-based background checks.

To schedule an appointment:

You can either schedule an appointment online at www.l1id.com (lower case L, numeral 1) or by calling their toll-free number: 1-866-522-7067.

Procedure:

Step 1: complete the *Applicant Fingerprint Form* (available in East 235). Be sure to print clearly. Take this form with you to the fingerprinting.

Step 2: complete the *MOVECHS Waiver Agreement and Statement* (available in East 235). Be sure to print clearly. Give this form to Rick Gwydir (East 235).

Step 3: information you will need to register:

ORI number: MOVECHS0Z

OCA number: V09500016

Step 4: registering online. Go to www.l1id.com. On the right side of the page is a box titled "Need Fingerprinting for Background Checks or Employment".

- ◆ Click on "Click here to schedule an appointment"
- ◆ Click on Missouri.
- ◆ Click "Online Scheduling". Follow the prompts.

Additional information:

- Fee = **\$52.20** payable to **L-1** (payment by check or money order).
- You must bring a current photo ID (valid driver's license or state identification card preferred. A college ID is not on the list of acceptable identification).
- Average time to complete the fingerprinting process is 10 minutes.
- Results should be received within 5-10 business days.

If you have questions contact Rick Gwydir in East 235 / (314) 889-4515 / rgwydir@fontbonne.edu.

Questions regarding use, dissemination, retention, and security of state and federal criminal history record information may be directed to the Missouri State Highway Patrol, Criminal Records & Identification Division, P.O. Box 9500, Jefferson City, MO 65102 or by contacting the Criminal History Services Unit at telephone number (573) 526-6345.