Lebanon Public Schools
Background Check Instructions
For Volunteers

READ ALL THESE INSTRUCTIONS FIRST: All background checks are being process via the internet through the Family Care Safety Registry. You will need a debit card or credit card (AMEX, Discover, MC, or Visa) to proceed. There is a minimal fee for processing, that you are required to pay only one time. As of October 1, 2016 the fee is $13.00 +$1.25 processing fee. You will be required to give your social security number, date of birth, and any alias names. Once you have all of this information you may proceed. ***Please be sure you are using Internet Explorer 8 or higher and make sure your pop-up blocker is turned off.*** It is recommended that you print these instructions to help you throughout the process. **If your social security number is found in the system call 1-866-422-6872 and ask for an updated screening letter. This means that you have previously registered with them and will not be able to go any further. They will then email you a new letter. Just attach to your registration form and turn into the school.**

1. Go to https://webapp02.dhss.mo.gov/bsees
2. From the FCSR-BSEES homepage, click **Registration** button, from submenu click **Register**
3. Read the Welcome to Registration Information. When ready click **Is A Person Registered**
4. Enter your Social Security Number, click **Search**
5. You will be notified if your SS# was not found in the database. Click **Continue** button.
6. You will now be on the screen for **Employer Information**, please Select **No Employer,** then select **Volunteer** from the drop down option to the side, then click **Continue** button.
7. You will now be on the **Register** page. Please select **Voluntary** for your Registration Type
8. Next, enter your personal information. If needed click the Add Other Name button to add any other names you may have used, such as alias, married, nicknames. Then enter your **Date of Birth, Gender,** and then finally **Contact Information.** Click **Continue**
9. Click to checkmark the box by the address line that best reflects your address. You must make one selection. Select **Use Address Entered Above** if the standard address result provided does not reflect your mailing address. Click the **Save** button.
10. Confirm that all information entered is correct. Click the **Edit** button if there is an error. Click **Continue** button if your information is entered correctly.
11. Carefully read the **Registration Agreement**. If you agree to the statement, click **Agree**. Clicking Exit will terminate your registration attempt and all information entered will be deleted.
12. Enter your payment information. Click **Continue** button after entering all required info. Clicking Cancel button will terminate your registration.
13. Confirm your payment information. Click **Edit** to re-enter or **Continue** if everything is correct. You should receive a Transaction Successful notification. Click Continue button for a printer-friendly confirmation of registration and payment information submitted to FCSR. Your printer-friendly version will open in a new window. Print using the Adobe Acrobat Reader print button.
14. Results will be emailed to you within 24-48 hours. Once results are received attach those to your Application and turn in to our child's school.

Should your background come back not cleared or with a history, please call the Human Resources office at 417-657-6112 to schedule a meeting with Dr. Armstrong, Assistant Superintendent. Thank you for your willingness to volunteer for Lebanon R-3 Schools. Should you have any questions during this process, please call Angie Homan at 417-617-6112