

Registering and Scheduling Your Background Check for Volunteering in the Lebanon R-3 School District

In accordance with Missouri State Statute 168.133 any person wishing to work one on one with a student or chaperone students on an overnight trip must complete a full criminal background check through the Missouri State Highway Patrol.

ONLY SCHEDULE THE FULL FINGERPRINT CHECK IF YOU ARE GOING ON AN OVERNIGHT TRIP WITH STUDENTS OR ARE WORKING ONE ON ONE WITH A STUDENT. DO NOT COMPLETE IF YOU ARE GOING ON A DAY FIELD TRIP!!

- Register on-line on the MACHS (Missouri Automated Criminal History Site) website at www.machs.mo.gov. If you don't have Internet access, you may register by phone by calling 1-844-543-9712.
- When registering you use code: **1150**
- After completing registration with MACHS, you will automatically be redirected to the IdentGO website to schedule your appointment and pay for your background check. The current cost for obtaining fingerprint criminal background check results is \$41.75. This cost is paid for by the volunteer and is not reimbursable by the district. The cost is not set by the District and is subject to change without notice.
- In order to assure completion of the fingerprinting, it is recommended that you complete this process at least two weeks prior to the field trip or one on one assignment.
- Once fingerprinting is completed, contact Angie Homan at Lebanon R-3 Central Office at 417-657-6001. Let her know you have completed the process. She will then let the schools know when you have been cleared.
- Individuals that do not complete this process will not be allowed to attend the trip or work one on one with a student. No exceptions can be made.