# IdentoGO®

## Missouri Non-Resident Cardscan

## Universal Enrollment Platform Processing Overview

Cardscan processing is available for those applicants residing outside of Missouri or physically unable to visit an IdentoGo location.  In order to complete the process, applicants must complete the following steps.

1. An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services.  These fingerprints may be either traditional ink rolled fingerprints on a FBI (FD-258) fingerprint card or LiveScan fingerprints printed to a FBI (FD-258) fingerprint card.

   **\*Please provide the following information to the technician capturing the fingerprints\***

   - **Capturing  Four-Finger Slaps:**
     - Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted to the right:



   - **Capturing Individual Fingers:**
     - Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.
     - Missouri State Highway Patrol will reject and refuse to process any fingerprint card that contains non-rolled fingerprints.

   - **Submitting Fingerprint Cards:**
     - Fingerprints may be submitted on standard FD-258 FBI applicant cards
     - The fingerprint card must be completely filled-out in legible print. The following information must be included or the Fingerprint Card will not be processed:
       - ✓ Full name
       - ✓ Date of birth
       - ✓ Social Security Number
       - ✓ Home address
       - ✓ Sex
       - ✓ Race
       - ✓ Height
       - ✓ Weight
       - ✓ Hair color
       - ✓ Eye color
       - ✓ Place of birth (state or country only)
       - ✓ Citizenship

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2. Once fingerprints are captured on a fingerprint card and the individuals demographic data is completely filled-out on the fingerprint card, please follow the steps listed below:
   - Pre-enroll on the MACHS system at www.machs.mshp.dps.mo.gov/.
   - After registering, the applicant will be routed to the IdentoGO website for selection of Fingerprint Card Processing.
     i. All processing fees will be collected during the pre-enrollment process.
     ii. A pre-enrollment confirmation page will be provided once registration is complete.
   - Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.
   - Mail the signed pre-enrollment confirmation page and the completed fingerprint card to:
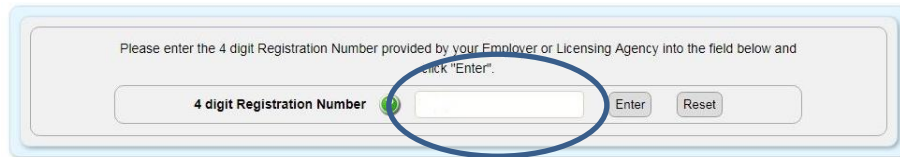
**IdentoGO**
**Cardscan Department – Missouri Program**
**100 Salem Ct.**
**Tallahassee, FL 32301**

   - For further instructions, each applicant should contact their employer or agency contacts for those details.

**Please review the following pages for more detailed instructions regarding the Universal Enrollment Platform Pre-Enrollment process. More information can be found on the IdentoGo Missouri website, found at https://www.identogo.com/locations/missouri.**

# Directions for Pre-enrollment and Payment – Required for ALL Fingerprint Cards

1. Complete registration on the MACHS page (www.machs.mshp.dps.mo.gov/) using the 4-digit registration code provided by the requesting agency.



2. After entering their demographic information is complete, applicant will be routed to the IdentoGO page for completion.
3. Confirm information displayed is correct.



4. Select "Register for Fingerprint Card Processing Service".



5. Confirm you would like to submit Fingerprint Cards by clicking "yes".
6. Confirm Date of Birth by re-entering applicant Date of Birth, then click "Next".

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7. Pay using an authorization code provided by agency or employer, or pay with credit card. Once payment information has been entered, click "Submit".



8. Once you have submitted your payment, you will be directed to the final registration page. You will need to complete sections 2 and 3 after printing. Submit this page along with your fingerprint card for processing to the address listed in Section 4. An example of the final screen is shown below.

9. An e-mail notification will be sent once registration has been complete with a link to a Printable Service Summary and basic instructions.

**IdentoGO**

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**Service Details:**

| | |
|---|---|
| Customer: | Hubert B Wolfeschlegelsteinhausenbergerdorff |
| UE ID: | UZ3R-12VX5S |
| TCN: | 20180614f |
| ORI: | UEP500000 |
| Service: | 2H529S - MO Demo Full State and FBI Fees |

This email confirms you have requested your fingerprint-based background check to be done by submitting a Fingerprint Card. In order to process your request, please mail the following documents:

1. The printed and signed IdentoGO registration summary page
2. Completed fingerprint card

The mailing instructions are on the registration summary page.

**Click here to view your printable summary page**