

## Fingerprinting Directions (\$41.75)

Log-on to [www.machs.mo.gov](http://www.machs.mo.gov)

- Click on the “blue box” Click here to register with the fingerprint portal
- Click on the “blue box” Click here to register with MACHS
- Enter the four digit code 7284 and click “Enter”
- Enter your Contact Information and Personal Information and hit Register
- Near the end of the registration, you will be asked to verify all personal data and agency information before proceeding. If all information entered is accurate and complete, click “Complete Registration” This will redirect you to IDEMIA’s website for further instruction
- You will be asked to STOP and write down your Transaction Control Number (TCN)
- If all your information is correct, select “Continue Registration”
- You will be directed to the Missouri Applicant Fingerprint Privacy Notice, please read and select Complete Registration
- Finally, you will be asked to confirm the person being fingerprinted below, Select Correct
- There are two options for Fingerprinting (digital fingerprinting and mailing in). Only out of state residents or individuals physically unable to be digitally printed are able to use this option.
- Enter your zip code to find the nearest location