



MISSOURI STATE HIGHWAY PATROL  
**REQUEST FOR CRIMINAL RECORD CHECK**

SHP-158T 08/22

PLEASE PRINT OR TYPE.

**GENERAL INFORMATION**

<b>APPLICANT'S</b> LAST NAME				FIRST	MIDDLE	JR / SR		
<b>MAIDEN / ALIAS</b> LAST NAME				FIRST	MIDDLE	JR / SR		
SEX	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	DATE OF BIRTH (MM/DD/YYYY)	SOCIAL SECURITY NUMBER		RACE	<input type="checkbox"/> BLACK <input type="checkbox"/> WHITE	<input type="checkbox"/> INDIAN <input type="checkbox"/> ASIAN	<input type="checkbox"/> OTHER
ADDRESS	STREET - P.O. BOX		CITY		STATE	ZIP CODE		

This form may be used to request a name-based background check (based on name, date of birth and / or social security number) **or**, a fingerprint-based background check. When selecting the \$20.00 Fingerprint Search, this form must accompany a completed applicant fingerprint card (FD-258). ***For faster processing, in lieu of using this form, please use the online MACHS portal at: [www.machs.mo.gov](http://www.machs.mo.gov)***

- \$15.00 Name Search** - Applicant name, dob, and / or SSN required. Response will include any open public records and records of conviction, if any. Response mailed to applicant or the "Send Reply to" as noted below.
- \$2.00 Notary Letter - Notarized letter will state results are "not guaranteed without fingerprints"
- \$20.00 Fingerprint-Based Search.** Results will include Missouri records only. Personal Review. Response mailed to the applicant at the address listed above, and will include open and closed records, if any, OR
- \$20.00 Fingerprint-Based Search.** Open / Public Records. Response will be mailed to "Send Reply to" noted below
- \$2.00 Notary Letter

Submit payment by check or money order (NO CASH), payable to "Criminal Record System Fund". Please mail request and appropriate fee to:

**Missouri State Highway Patrol, CJIS Division**  
Post Office Box 9500  
Jefferson City, MO 65102-9500

**MSHP / CENTRAL REPOSITORY RESPONSE:**

**SEND REPLY TO** (Print or type your mailing label below.)

Telephone (include area code) 417-256-7176, ext. 2235

City of West Plains, Attn: City Clerk

P.O. Box 710

West Plains, MO 65775



**Criminal Justice Information Services Division  
General Information**

The Missouri Criminal Records Repository (MCRR) collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by Sections 43.500 and 589.400, RSMo. CHRI is information collected by criminal justice agencies on individuals and consists of arrests, prosecutions, final dispositions, correctional supervision, and releases. All felony and serious misdemeanor arrests (referred to as reportable arrests), including offender registration information as defined under Section 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal background checks may be requested by means of:

- 1) A **Personal Identifier Search** (name-based) which searches information based on the name, date of birth, and social security number of an individual.
- 2) A **Fingerprint Based Search** which searches the state's criminal history files by conducting a fingerprint comparison of the applicants fingerprints with the criminal (arrest) fingerprints on file with the Central Repository. Fingerprint images are collected and submitted using the standard federal applicant fingerprint card (FD-258).

**The Personal Identifier Search** requires a payment of **\$15.00** per request. The background check results are considered a "**possible match**" and will include only open records. Any individual, business, or agency may request and receive open record information by means of a personal identifier search. **Open records include:**

- Records containing convictions, such as plead guilty to, or convicted of.
- Arrest information that is less than 30 days old from the date of arrest.
- Charges filed from the prosecutor, awaiting final disposition from the court.
- Records that contain a suspended imposition of sentence (SIS) during the probation period.

**A Fingerprint Based Search** requires a payment of **\$20.00** per request. The results of a fingerprint-based background check are considered a "**positive match**" and will provide either open records or closed (complete) records as requested by the applicant.

An applicant may choose to conduct a fingerprint based criminal record check containing open records thus limiting the dissemination of criminal history information to **only** open record information. The Criminal Justice Information Services (CJIS) Division will release fingerprint-based criminal history information containing only open record information to any individual, business, or agency when requested by the applicant.

An applicant may choose to conduct a fingerprint-based criminal record check for release of closed records thus allowing dissemination of all criminal history information on file with the Central Repository. Closed records will only be released with a record check submitted by means of a fingerprint comparison and will only be released directly to the applicant or to a qualified entity if authorized in accordance with Section 610.120 and Chapter 43, RSMo. **Closed records include:**

- All criminal history data, including all arrests (filed or not filed charges).
- Charges that have been nolle prossed, dismissed, or found not guilty in a court of law.
- Suspended Imposition of Sentence (SIS) after the probation period is complete.

**Notary Letters** are provided upon request and require an additional \$2.00 processing fee, per request. A notary letter may be requested with either a personal identifier search or a fingerprint search.

**PENALTY** — A person who knowingly violates any provision of Sections 43.532, 43.540, 610.100, 610.105, 610.106 or 610.120 RSMo is guilty of a class A misdemeanor.

**FBI Record Requests**

The FBI only has open files meaning that if someone has the authority to receive the records; they receive all that is on file.

Individuals that need a Federal or Federal Bureau of Investigation (FBI) background check, for personal reasons or for employment purposes for entities not authorized through Missouri State Statute or the Missouri VECHS program, can submit fingerprints with an \$18.00 fee directly to the FBI. For information on how to obtain a federal background check directly from the FBI, please refer to information regarding the FBI's Identity History Summary Check on the FBI's website at [www.fbi.gov](http://www.fbi.gov).