

completed waiver statement (SHP-981A) from each applicant, employee, or volunteer. The waiver statement is provided to the qualified business/entity at the time of program acceptance and must be maintained by the qualified business/entity.

## BACKGROUND SEARCH RESULTS

Once approved and after the submission of fingerprints, the qualified business/entity will receive criminal history record information derived from the state and federal criminal history databases. Information provided will include:

1. An indication that the person has no criminal history, if none;
2. The Record of Arrest and Prosecution (RAP) sheet that shows arrests and/or convictions for Missouri, and all other states, if any; and,
3. Notification if the person is a Missouri registered sex offender.

## FEES

If the applicant utilizes the fingerprinting services of the vendor, L-1 Enrollment Services, the fees associated with the state and federal background check will total \$52.20, and are payable to L-1 Enrollment Services.

If the fingerprint card is mailed to the Highway Patrol or if fingerprints are taken at the Patrol's Public Window, the fees associated with the state and federal background check will total \$39.25 and are payable to the Missouri State Highway Patrol Criminal Record System Fund.

### *The breakdown of fees is as follows:*

Missouri State Search	\$20
Federal Search (Volunteer)	\$15.25
OR (All Others)	\$19.25
L-1 Enrollment Services	\$12.95

Questions or interest regarding the MOVECHS program may be addressed to the:

*Missouri State Highway Patrol*  
Attn: Criminal Justice  
Information Services Division  
1510 E. Elm Street  
P. O. Box 9500  
Jefferson City, MO 65102  
573-526-6345

Information available at:  
[www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov)  
(select Divisions, Criminal Justice  
Information Services, MOVECHS)

*Produced By:*

Missouri State Highway Patrol  
P.O. Box 568  
Jefferson City, MO 65102-0568  
(573) 571-3313



An Internationally Accredited Agency

# MOVECHS

## Missouri Volunteer & Employee Criminal History Service



*A service provided by:*  
Criminal Justice  
Information Services Division,  
Missouri State Highway Patrol

# MOVECHS

## What is MOVECHS?

MoVECHS is a program administered by the Criminal Justice Information Services Division within the Missouri State Highway Patrol. This initiative allows for state and federal criminal record checks based on fingerprint submission and a signed waiver statement by the applicant to be processed through the Highway Patrol.

## How Is MOVECHS Authorized?

This initiative is authorized by the National Child Protection Act of 1993, as amended by the Volunteers For Children Act and the Adam Walsh Child Protection and Safety Act of 2006.

## MISSION

The mission of MoVECHS is to protect children, the elderly, and disabled persons. Through the MoVECHS program, the Highway Patrol and Federal Bureau of Investigation provide qualified entities in Missouri with state and federal criminal history record information on applicants, employees, and volunteers. The entity may screen current and prospective employees and volunteers, thus allowing the business owner or entity director to make sound hiring decisions.

## QUALIFICATIONS

To participate in the MoVECHS program, a business or entity must provide some type of care, treatment, education, training, instruction, supervision, recreation, or care placement services for children, the elderly, or persons with disabilities. (The term "entity" applies to public, private, for profit, not-for-profit, or volunteer organization.)

Upon becoming qualified, the business or entity may request criminal history record information on all of its current and prospective employees or volunteers, not only those who work with vulnerable persons. The MoVECHS program is not available to entities currently required or authorized to obtain criminal history record information under other statutory provisions. Those entities must continue to follow statutory mandates that specifically apply to them.

## Process

For program consideration, a business or entity must complete the following:

1. MoVECHS Application (SHP-980A)
2. MoVECHS User Agreement (SHP-982B or SHP-976)

*(The User Agreement SHP-976 is specifically for private elementary and secondary schools under the Adam Walsh Act. All other entities should complete SHP-982B)*

The business/entity must complete the application in full and explain what functions it performs serving children, the elderly, or disabled

persons. The User Agreement must be signed by the director/owner of the entity. Their signature indicates an understanding of the agreement's stipulation that criminal history record information would only be used for the purpose it was intended and must be kept confidential and in a secure location.

## FINGERPRINT SUBMISSION OPTIONS

Once approved, the qualified business/entity may use any of the following options for the submission of fingerprints:

1. Missouri Applicant Processing Services (MoAPS) -- Utilize for electronic (livescan) fingerprint submission available at various locations statewide. This service is through L-1 Enrollment Services, a contract vendor. To schedule an appointment at the location nearest you call their toll-free number (866-522-7067) or access the web entry system on-line at [www.l1id.com](http://www.l1id.com). (Processing time using this method is approximately five business days.)
2. Missouri State Highway Patrol -- Come to the Highway Patrol's General Headquarters complex. The Criminal Justice Information Services Division's Public Window is located in the Annex Building, 1510 E. Elm Street, Jefferson City, MO. Applicants may submit their fingerprints electronically at the Public Window. Hours of operation are 8 a.m. to 4 p.m., Monday through Friday. The Public Window is closed for state and federal holidays. (Processing time using this method is approximately five business days.)
3. Mail a completed ink applicant card with appropriate fee to the Missouri State Highway Patrol, P.O. Box 9500, Jefferson City, MO 65102-9500. (Processing time using this method is approximately three to four weeks.)

**Please Note:** Prior to fingerprinting, the qualified business/entity is required to obtain a