

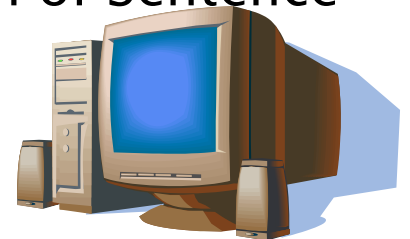
The Missouri Automated Criminal History Site

MACHS

Tutorial of Service

MACHS Overview

- ▶ This document will serve as a tutorial for those interested in utilizing the MACHS service for name-based criminal history checks.
- ▶ MACHS was created in response to the need to provide open record criminal history searches to the public in an electronic and automated fashion.
- ▶ Since the records contained within MACHS are open record, this service may be utilized by anyone, for any purpose.
- ▶ Open record information includes convictions, charges pending, initial arrest information for 30 days, and Suspended Imposition of Sentence data while the subject is on probation.
- ▶ Closed record information in which subject of the search was not convicted due to the charges being dropped, dismissed, or nolle prossed, or after having completed the probation period associated with a Suspended Imposition of Sentence will not be available.



MACHS Overview

- ▶ MACHS is operated by the Missouri State Highway Patrol Criminal Justice Information Services (CJIS) Division.
- ▶ Pursuant to Missouri Statute, CJIS serves as the central repository for all criminal history information within the State of Missouri.
- ▶ The CJIS Division charges a fee of \$14.00 for each individual searched through MACHS.
- ▶ Jet Pay (formally called Collector Solutions), the State Payment Portal, also charges a payment processing fee for this service. If you are conducting background checks on three individuals or less the payment processing fee will be \$1.25. A full payment processing schedule is available via the MACHS FAQ.



Creating a MACHS Account

MACHS Name Search Portal

Welcome to the Missouri Automated Criminal History Site (MACHS). As the central repository for the state of Missouri, it is the responsibility of the MSHP Criminal Justice Information Services (CJIS) Division to provide public access to criminal history information. The public may use this site to conduct online name based criminal history searches.

If you are in need of a fingerprint-based background search please [Click HERE](#).

[Click here for more information about this site.](#)

Already have a **Name Search** Account?
Log-In Here

E-mail Address:

Password:

[New to this Site? Click here to get started.](#)

[Forgot your password? Click here.](#)

[How to Use MACHS - Click for Tutorial](#)

This site generates secure pdf files which may behave differently on various browsers.
If you encounter unexpected behavior please consult our [FAQ Section](#).

All MACHS users must initially create an account to utilize the service. Click on the icon labeled “New to this Site? Click here to get started.”

Creating a MACHS Account

Personal Identifier Search Open Records Only

To Conduct Name-based Criminal History Searches you will need to establish an account. This account will allow you to submit multiple searches and store your results for 90 days.

Please Note: Completed responses to criminal record check requests will be returned to your account. No responses will be mailed or e-mailed to you.

- Requires Name, DOB, or SSN (two of three)
- Public information (Open Records) only
- \$14.00 fee per search plus an additional [payment processing fee](#).
- Record checks that need to be certified or notarized cannot be requested through this site. For more information on how to request these documents please consult our [FAQ Section](#).

If this is correct select Continue. If it is not correct, select Start Over.

Yes - Continue

No - Start Over

The confirmation screen will provide you an overview of what your account will provide you. Click the icon entitled “Yes – Continue” to proceed.

Creating a MACHS Account

Public Search - Requestor Information

Individual Account **Business Account**

First Name: * **Last Name:** *

Street Address: * **Apt. Number:**

City: * **State:** * Missouri **Zip Code:** *

Phone Number:

Re-enter Phone Number:

E-Mail Address (will be used as your User ID): *

Re-enter E-Mail Address: *

Password (4-14 characters): *

Re-enter Password: *

Please provide an answer to one of the questions below. The Question and Answer will be used to help you reset your password.

Question: * Choices **Answer:** *

Using your e-mail address and password you may request searches or view search responses for up to 90 days after they become available via the account log-in.

To create an account you must enter your requestor information on this screen. If you are running background checks for a business purpose, be sure to select the business icon at the top of the screen.

Creating a MACHS Account

Public Search - Requestor Information

Individual Account Business Account

First Name: *

Last Name: *

Street Address: *

Apt. Number:


City: *

State: * Missouri

Zip Code: *

Phone Number:

Re-enter Phone Number:

E-Mail Address (will be used as your User ID): * 

me@example.com

Re-enter E-Mail Address: *

me@example.com

Password (4-14 characters): *

Re-enter Password: *

Please provide an answer to one of the questions below. The Question and Answer will be used to help you reset your password.

Question: * Choices


Answer: *

Using your e-mail address and password you may request searches or view search responses for up to 90 days after they become available via the account log-in.







SUBMIT

Your e-mail address will serve as your userid to access MACHS. Be sure to enter a password that will be easy for you to remember. You will also be required to select a security question should you ever forget your password. If you forget your password in the future you will be able to answer your security question to recover your password. Once you have entered the required information designated by * click submit to create your account.


Searching Names through MACHS

Hello: ckampeter My Account Order History  Shopping Cart (1 items)

Criminal History Name Search Add To Cart

First Name * 	Last Name * 
<input type="text"/>	<input type="text"/>
DOB (mm/dd/yyyy) **	SSN (_ _ - _ - _) **
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
First Name 1 (Alias) 	Last Name 1 (Maiden/Alias) 
<input type="text"/>	<input type="text"/>
First Name 2 (Alias) 	Last Name 2 (Maiden/Alias) 
<input type="text"/>	<input type="text"/>

Notarized Clearance Letters may be provided upon request by selecting "Yes" below. There is an additional \$2.00 fee for this service. The letters cannot be returned electronically. They will be mailed to the address listed on the account within 3-5 business days of the background being completed.


Mail Notarized Results 

Fields marked by * are mandatory
At least one field marked by ** must be provided



You have now created your account and may begin conducting record checks through MACHS.

You will be required to enter a first name and last name, as well as either a date of birth and/or a social security number for each individual searched. You may also choose to enter up to two additional first and last names to account for any maiden or alias names the individual has used. If you are needing a notarized letter, select 'Yes' from the "Mail Notarized Results" dropdown box. Once you have entered the required information you may click the icon entitled "Add to Shopping Cart" to continue with the process.



Searching Names through MACHS



Hello: ckampeter My Account Order History  Shopping Cart (1 items)

Criminal History Name Search Add To Cart


First Name *  Last Name * 

DOB (mm/dd/yyyy) ** / / SSN (_ _ - _ - _) ** XXX - XX - XXXX


First Name 1 (Alias)  Last Name 1 (Maiden/Alias) 

First Name 2 (Alias)  Last Name 2 (Maiden/Alias) 

Notarized Clearance Letters may be provided upon request by selecting "Yes" below. There is an additional \$2.00 fee for this service. The letters cannot be returned electronically. They will be mailed to the address listed on the account within 3-5 business days of the background being completed.

Mail Notarized Results 

Fields marked by * are mandatory
At least one field marked by ** must be provided



As you can see, the shopping cart icon in the top right hand corner of the screen has now updated to show that you have one request in your shopping cart. If you have more individuals to search you may continue to enter their information now. When you are ready to check-out you may click the shopping cart icon in either the top right or bottom right corners of the page. If for any reason you should need to log-out of your account, the requests that are in your shopping cart will be saved until you return.

Your MACHS Shopping Cart

Hello: test

[My Account](#)

[Order History](#)



[Shopping Cart \(1 items\)](#)

Shopping Cart

Name	Date Of Birth	Social Security Number	Remove	Cost
TEST, TEST	01/01/1981		<input type="button" value="Remove"/>	\$14.00
			SUBTOTAL	\$14.00 *

* [payment processing fees apply](#)

[Add More Names to Your Shopping Cart](#)

The MACHS shopping cart screen provides an overview of the individuals that you will be searching through the site. You may remove a name from your shopping cart at anytime by clicking on the icon entitled “Remove”. If you would like to go back to the search screen and add more names to your account you may click on the “Add More Names to Your Shopping Cart” link at the bottom of the page. Lastly, please notice the cost subtotal of the names in your shopping cart. This subtotal includes only the fee for the name searches and or notary fee and does not include the payment processing fee collected by the State Payment Portal.

Once you are ready to proceed you may click the icon entitled “Submit” to be taken to the Payment Portal.

State Payment Portal



Credit/Debit cards are the only method of payment available through MACHS. The State Payment Portal accepts all major credit cards including MasterCard, Visa, Discover, and American Express.

Jet Pay (formally Collector Solutions) is the official vendor for electronic payments for the State of Missouri.

All information collected for payment is kept strictly confidential and Jet Pay meets all security requirements for conducting e-commerce transactions.

Jet Pay the State Payment Portal, also charges a payment processing fee for this service. If you are conducting background checks on three individuals or less the payment processing fee will be \$1.25. A full payment processing schedule is available via the MACHS FAQ.

Credit/Debit information is not retained by the MACHS system.

State Payment Portal

Make A Payment - Payment Information - Missouri: Highway Patrol



Cart Information | Payment Information

Billing Contact Information

Name

Address

Street Address Continued

City

Country ▼

State ▼

Postal Code

Email*

Home Phone Number*

Shopping Cart

Open Records	\$14.00
Subtotal	\$14.00
Projected Card Fee	\$1.25

Payment Details

Open Records
\$14.00

[* Cancel Transaction](#)

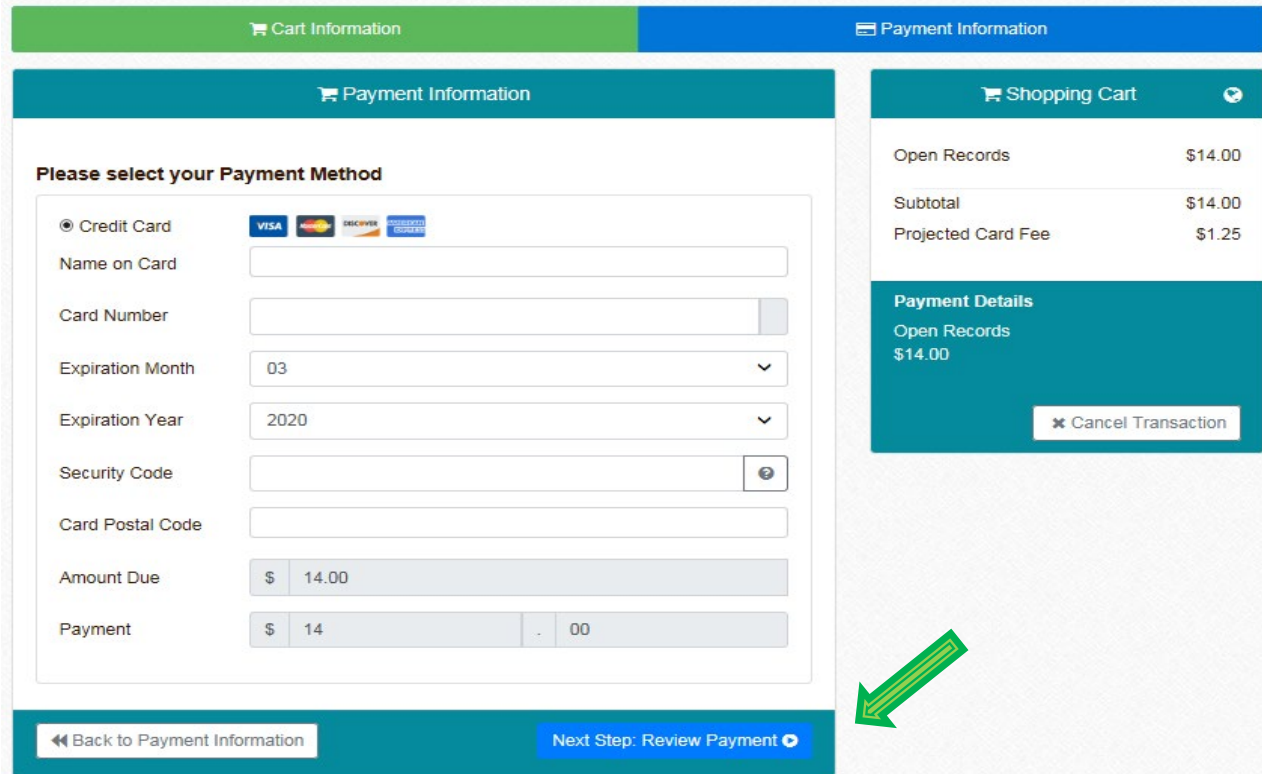
[Next Step: Add Payment Method ▶](#)

A green arrow with a white outline points from the bottom right of the billing information form towards the 'Next Step: Add Payment Method' button.


To Proceed with payment please enter your billing information on this screen and click “Next Step: Add Payment Method.”

State Payment Portal

Make A Payment - Payment Information - Missouri: Highway Patrol



The screenshot displays the 'Payment Information' section of the State Payment Portal. It features a form for entering credit card details and a summary of the shopping cart. The form includes fields for Name on Card, Card Number, Expiration Month, Expiration Year, Security Code, and Card Postal Code. The Amount Due is \$14.00, and the Payment field shows \$14.00. The shopping cart summary shows Open Records for \$14.00, a Subtotal of \$14.00, and a Projected Card Fee of \$1.25. A 'Cancel Transaction' button is visible in the Payment Details section. A green arrow points to the 'Next Step: Review Payment' button at the bottom right of the form.

Payment Information		Shopping Cart	
Please select your Payment Method		Open Records	\$14.00
<input checked="" type="radio"/> Credit Card		Subtotal	\$14.00
Name on Card	<input type="text"/>	Projected Card Fee	\$1.25
Card Number	<input type="text"/>	Payment Details	
Expiration Month	03	Open Records	\$14.00
Expiration Year	2020	<input type="button" value="Cancel Transaction"/>	
Security Code	<input type="text"/>		
Card Postal Code	<input type="text"/>		
Amount Due	\$ 14.00		
Payment	\$ 14 . 00		

[Back to Payment Information](#) [Next Step: Review Payment](#)



To Proceed with payment please enter your credit card information. Select “Next Step: Review Payment” to be taken to the payment verification screen.



State Payment Portal



Make A Payment - Review Payment - Missouri: Highway Patrol

Cart Information | **Payment Information**

Review Payment

Item	Amount
Open Records	\$14.00
Transaction Fee:	\$1.25
Total Amount Due:	\$15.25
411111 ***** 1111 expires 09/2023  	(\$15.25)
Total Payment Methods:	(\$15.25)

Shopping Cart

Open Records	\$14.00
Subtotal	\$14.00

Payment Details

Open Records
\$14.00

[Cancel Transaction](#)

Billing Contact Information

test (573) 526-6153
MO 65101
ckampeter@hotmail.com

I agree to the [Payment Terms of Service](#) and authorize this payment.

[Back to Payment Method](#) | [Make Payment](#)

The Review Payment screen provides an overview of the payment information you have supplied and an itemized cost breakdown regarding the processing fees collected by the Payment Portal. To proceed, after you have review your payment, check “I agree to the Payment Terms of Service and authorize this payment” and then click “Make Payment.” Please note, the CJIS Division cannot provide any refunds for requests made in error via MACHS once it has been submitted.

MACHS Receipt

Receipt ID 842635 - Receipt Page

[Click HERE to view the Status of your Submission](#)

Submission ID:	842635
Full Name on Card:	test test
Payment Confirmation Number:	99999999
Payment Date and Time:	01/04/2019 14:48:00
Payment Method:	
Card Type:	VISA
Last 4 Digits of Card:	1111
Transaction Amount:	\$14.00
Payment Fee:	\$1.25
Total Amount Charged:	\$15.25

This page details the receipt associated with your submission. You may print this screen for your records. Your receipt information will also be stored in your account for 90 days. Click the link entitled "Click HERE to view the Status of your Submission" to continue.

Purchase History

Purchase History Page

Hovering over the green question mark in each column will provide descriptive information on the fields each column contains. Responses will be returned individually as they are processed. Response times may vary with some being returned instantaneously, while others will be returned within two business days. Please allow five days before inquiring. Completed responses will remain available in your account for 90 days. Responses older than 90 days will be placed in expired status.

All results returned via this site are based on the identifiers provided and cannot be guaranteed without the submission of fingerprints.

Submission ID	Date Submitted	Submitted / Completed	No Record of Convictions	Record	Pending	FP Required	Full Report	View Receipt
505499	10/03/2016	1/1	View (1)	0	0	0	Full Report	View Receipt

Your Purchase History page details the results of all of your submissions for the past 90 days.

Submission ID: the tracking number associated with each shopping cart submitted via MACHS

Date Submitted: the date that each shopping cart was requested through MACHS.

Submitted/Completed: Identifies the total number of criminal record checks requested within each cart, compared to those that have been completed and returned.

Purchase History

Purchase History Page

Hovering over the green question mark in each column will provide descriptive information on the fields each column contains. Responses will be returned individually as they are processed. Response times may vary with some being returned instantaneously, while others will be returned within two business days. Please allow five days before inquiring. Completed responses will remain available in your account for 90 days. Responses older than 90 days will be placed in expired status.

All results returned via this site are based on the identifiers provided and cannot be guaranteed without the submission of fingerprints.

Submission ID	Date Submitted	Submitted / Completed	No Record of Convictions	Record	Pending	FP Required	Full Report	View Receipt
505499	10/03/2016	1/1	View (1)	0	0	0	Full Report	View Receipt

Your Purchase History page details the results of all of your submissions for the past 90 days.

No Record of Convictions: Identifies the number of requests in a shopping cart that were returned with having no record of conviction on file. If there are items in this queue you may click “View” to view and or print the associated responses.

Record: Identifies the number of requests in a shopping cart that were returned with criminal history information attached. If there are items in this queue you may click “View” to view and or print the associated responses.

Pending: Identifies the number of requests in a shopping cart that are still being processed by MACHS personnel. On average MACHS personnel complete requests within two business days but may take up to 7-10 business days, so check back often.

Purchase History

Purchase History Page

Hovering over the green question mark in each column will provide descriptive information on the fields each column contains. Responses will be returned individually as they are processed. Response times may vary with some being returned instantaneously, while others will be returned within two business days. Please allow five days before inquiring. Completed responses will remain available in your account for 90 days. Responses older than 90 days will be placed in expired status.

All results returned via this site are based on the identifiers provided and cannot be guaranteed without the submission of fingerprints.

Submission ID	Date Submitted	Submitted / Completed	No Record of Convictions	Record	Pending	FP Required	Full Report	View Receipt
505499	10/03/2016	1/1	View (1)	0	0	0	Full Report	View Receipt

Your Purchase History page details the results of all of your submissions for the past 90 days.

Full Report: this option allows you to export the results of a shopping cart submission to a tab delimited text file for upload into a database or program such as Microsoft Excel.

View Receipt: This option allows you to view and or print the receipt associated with your shopping cart submission.

Your MACHS Account

Hello: jdreece3

[My Account](#)

[Order History](#)



[Shopping Cart \(0 items\)](#)

Account Home



[Add More Names
to Your Shopping Cart](#)



[View Results
of Previous Submissions](#)



[Update Your
Account Information](#)



[Change
Your Password](#)

You may reach your Account Home Screen at any time by clicking on the “My Account” link at the top of each page. From this screen you may:
Create a New Shopping Cart or Finish a previously saved Cart

View Results of your Previous Submissions, or check the status of Pending requests

Update your Account Information (name, e-mail address, security question, etc.)

Change your Password

Thank you for using MACHS

Thank you for utilizing the MACHS Service. Should you have any questions, do not hesitate to contact us at 573-526-6153 or machs@mshp.dps.mo.gov