



REQUEST FOR CRIMINAL RECORD CHECK

Please print or type.

NAME Last First Middle Jr. / Sr.

MAIDEN / ALIAS Last First Middle Jr. / Sr.

SEX Male Female DOB Social Security No. Month Day Year

RACE Caucasian Black Hispanic Asian Other

ADDRESS Street - P.O. Box City State Zip Code

REQUESTING ENTITY

Name Phone

Address

ENTITY TYPE Government Private Association Individual Municipal Profit Other (specify) State Not for Profit Federal

PURPOSE FOR REQUEST Employment Volunteer Licensing Other (specify) Care of youth Care of elderly Care of disabled

ATTENTION YOUTH SERVICE PROVIDERS Sections 43.540 and 589.400 RSMo.

This Criminal History Record Check document, signed by the applicant, will serve as written consent to check criminal record and offender information by the requestor.

Signature of Subject of Request

Date

PROCESSING FEE SCHEDULE AND METHOD OF PAYMENT

(per Sections 43.527 and 43.530, RSMo.) Search based on NAME, DATE OF BIRTH, SOCIAL SECURITY NO.: Five Dollars (\$5.00) per request. OR Search based on FINGERPRINTS and NAME: Fourteen Dollars (\$14.00) per individual.

Fee is payable either by check or money order (NO CASH) to "State of Missouri, Criminal Record System." Please forward the request and fee to:

Missouri State Highway Patrol, Criminal Records and Identification Division, Post Office Box 9500, Jefferson City, MO 65102

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

Telephone (include area code)

Three empty rectangular boxes for mailing label information.

**Criminal Records and Identification Division
General Information**

The Missouri Criminal Records Repository (MCRR), collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by 43.500 and 589.400 RSMo.

Criminal History Record Information is information collected by criminal justice agencies on individuals consisting of arrests, prosecution, a final disposition, correctional supervision, and release. All felony and serious misdemeanor arrests (referred to as reportable arrests) including offender registration information as defined under 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal history records are designated as open or closed.

- Open records
 1. arrest record for 30 days following arrest unless charges are not sought.
 2. arrest record for which charges have been filed.
 3. court disposition of guilty.
 4. suspended imposition of sentence during probation period.
- Closed records
 1. arrest record after 30 days following arrest with no charges filed.
 2. nolle prossed.
 3. dismissed.
 4. found not guilty.
 5. suspended imposition of sentence after probation completed.
- Open criminal history records are accessible to the general public through MCRR for a fee.
 - Five dollars for a name, date of birth, social security number check.
 - Fourteen dollars for a fingerprint check.
- Closed records are accessible to certain groups designated in section 610.120.
 - MCRR will only release closed records to those noncriminal justice entities entitled to closed records, when the criminal record check is based on a fingerprint search which will assure the identity of the subject in question.
 - Any person can receive their own record, open and closed, by submission of fingerprints and required fee.

Any requester may receive open record information.

Closed records are accessible by the following, in accordance with 610.120 RSMo, with the submission of fingerprints and required fee.

1. Child care agencies
2. Department of Revenue for driving record purposes
3. Facilities as described in Section 198.006, RSMo.
4. In-home services provider agencies as defined in 660.250, RSMo.
5. Division of Workers' Compensation for the purposes of determining eligibility for crime victim's compensation pursuant to Sections 595.010 to 595.075, RSMo.
6. Offender record information, upon written consent, is accessible to Youth Service agencies pursuant to 589.400 RSMo.

FBI Record requests

- The FBI files are open to criminal justice agencies for the administration of criminal justice.
- The FBI has only open files in that if someone has the authority to receive the records, they receive all that is on file.
- The FBI allows access to their files to noncriminal justice agencies for certain purposes for a fee.
 - The purpose for the record check must be set forth in the federal regulations.
 - The state, from which the noncriminal justice request originates, must have a state statute specifying the entity has state authority to check the FBI files for the purpose specified.
 - Fingerprints must be submitted before the FBI will release their files to a noncriminal justice entity.
 - The result of the federal record search must terminate at a governmental agency and is not to be released to a private entity.
- All requests into the federal file from the state entities must come through and be stamped by MCRR.
- Federal record checks for noncriminal justice entities are \$24.00 for licensing or employment checks and \$18.00 for volunteers to those covered care facilities.

PENALTY - A person who knowingly violates any provision of section 610.100, 610.105, 610.106, or 610.120 is guilty of a class A misdemeanor.