

**REQUEST FOR CRIMINAL RECORD CHECK**

PLEASE PRINT OR TYPE.

GENERAL INFORMATION

APPLICANT'S LAST NAME		FIRST	MIDDLE	JR / SR
MAIDEN / ALIAS 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"/> INDIAN <input type="checkbox"/> OTHER <input type="checkbox"/> WHITE <input type="checkbox"/> ASIAN	
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***

- ☐ **\$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) 636-579-5200

Ballwin Athletic Association

#1 Ballpark Drive

Ballwin, MO 63021

