

# ***Cass County Sheriff's Office Regional Training Academy***

## **Fingerprint Instructions**

Fingerprints are taken electronically by the Missouri Automated Criminal History Site.

1. All applicants must register with MACHS before they can make an appointment.
2. Call 3M/Cogent toll free at 1-877-862-2425 or go the secure website to schedule your appointment (see number 8).
3. You will need to provide certain identifying information, the reason for being fingerprinted and for whom they are being printed.
  - a. Reason for being printed: POST license
  - b. Click on the blue tab labeled to access the MACHS Fingerprint Search Portal to schedule a background check by fingerprints
  - c. Each applicant will be printing for a standard State ***and*** FBI search.
  - d. Cass County Sheriff's Office Regional Training Academy registration code number is: **6584**
4. Choose from available times and locations. Driving directions can be found on the website.
5. At the scheduled appointment 3M/Cogent will verify identification, bring with you a photo ID such as: Driver's License, Passport or Military ID.
6. You must pay the appropriate fee at the time of your appointment. You may pay by check, money order or credit card.
7. You will receive a receipt, which will include the transaction identification number. This number can be used to track your transaction through the entire process.
8. Here is a link to the website: [www.machs.mo.gov](http://www.machs.mo.gov)