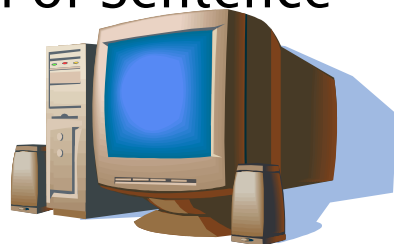
The Missouri Automated Criminal History Site

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.
- 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

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 30 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): * 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

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: jdreece3 | My Account | Order History | Shopping Cart (0 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)

Reason for Request:

- Employment
- Volunteer
- Licensing
- Other - Specify
- Personal Inquiry

Add To Shopping Cart

View Shopping Cart

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. 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: jdreece3 | 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)

Reason for Request: Employment, Volunteer, Licensing, Other - Specify, Personal Inquiry

Add To Shopping Cart | View Shopping Cart

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		Remove	$14.00
			SUBTOTAL	$14.00 *

* payment processing fees apply

Submit

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 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

On the initial Payment Portal screen the method of payment is defaulted to credit card, which also allows the use of a debit card. 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. If at anytime you would like to return to MACHS click "Cancel" otherwise, to proceed with payment click "Check Out."

State Payment Portal

Please enter billing information

name		(required)
phone number		(required)
email		
email (verify)		
address		(required)
address two		
city		(required)
county		
state (if US)	(Select a State)	(required)
country (or territory)	(Select a Country)	(required)
zip		(required)

Cancel Continue

To Proceed with payment please enter your billing information on this screen and click “Continue.”

State Payment Portal

Please enter payment information

card type (Select a Credit Card Type) (required)

security code (help) (required)

card number (required)

expiration date (mmyy) (required)

Previous Cancel Continue

To Proceed with payment please enter your credit card information. Collector Solutions is the official vendor for electronic payments for the State of Missouri. All information collected for payment is kept strictly confidential and Collector Solutions meets all security requirements for conducting e-commerce transactions. Select “Continue” to be taken to the payment verification screen.

State Payment Portal

Please verify the following information

payment amount	$14.00
processing fee amount	$1.25
total remitted	$15.25

billing information

name	TEST TEST
phone number	5735266153
email	
address	123 MAIN
address two	
city	JC
county	
state (if US)	Missouri
country (or territory)	United States
zip	65101

payment information

card type	VISA
card number	411111111111111
expiration date (mmyy)	1220

The Payment verification screen provides an overview of the payment information you have supplied. The Payment information in the top right corner provides an itemized cost breakdown regarding the processing fees collected by the Payment Portal.

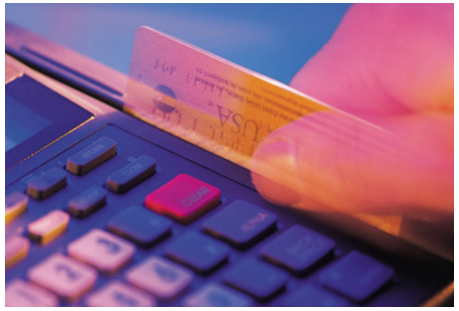
State Payment Portal

By selecting the 'Submit' button your payment will be processed for the 'total remitted' value

FEE NOTICE : Please be advised that a 'processing fee' will be applied to this transaction and included in the 'total remitted' value

This fee amount should be clearly defined at the top of this page as the 'processing fee amount' value

If this fee value is not clearly defined and/or if you do not wish to agree to the payment of this fee, please discontinue your payment



Previous | Cancel | Submit

Once you have reviewed your payment information you may click “Submit” to be taken back to MACHS to view your receipt and the status of your request. Please note that there are no refunds for requests made via MACHS.

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 30 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 30 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.
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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 30 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 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.

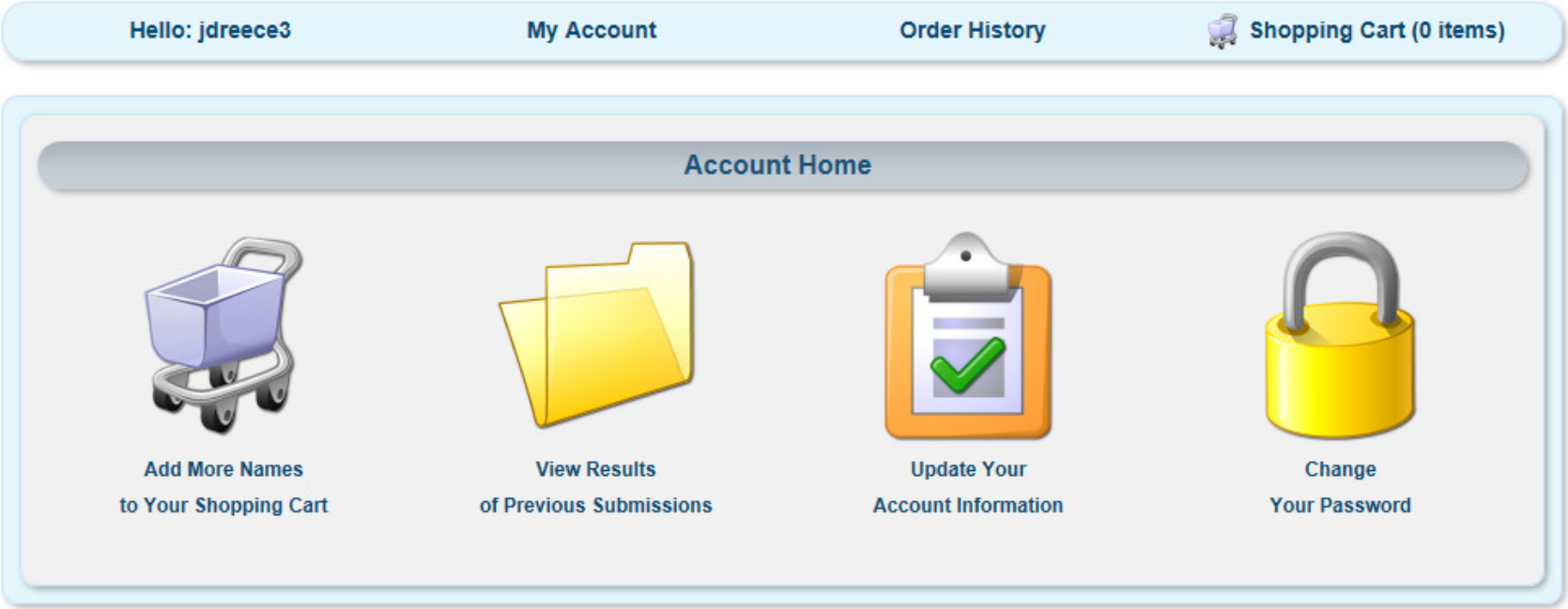
Submission ID	Date Submitted	Submitted / Completed	No Record of Convictions	Record	Pending	FP Required	Full Report	View Receipt
505499	10/03/2016	1/1	View (1)	0	0	0	Full Report	View Receipt

Your Purchase History page details the results of all of your submissions for the past 30 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



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 or suggestions for improvement do not hesitate to contact us at 573-526-6153 or machs@mshp.dps.mo.gov