



Missouri Department of Elementary and Secondary Education  
 Conduct and Investigations  
 P.O. Box 480  
 Jefferson City, MO 65102-0480  
 Phone: (573) 522-8315 / FAX: (573) 522-8314

## FBI/Highway Patrol Background Check Procedures

Missouri Applicant Processing Services (MOAPS)

**Please complete the information below and have available when scheduling the appointment to get your fingerprints taken. This information may be completed by the applicant or requesting school district.**

<b>School County-District Code**</b>	039-139	<b>School Name</b>	Logan-Rogersville R-VIII
<b>School Address</b>	100 E. Front St., Rogersville MO 65742	<b>DESE ORI Number</b>	MO920320Z

\*\*This six digit number will ensure that DESE returns the results to the correct district, college or employer. If you are not currently employed with a school district, use 999999 for the county-district code. If you have more than one school district that you are interested in working at, just choose one to send the result to.

**Employee Status (Identifier):**

(E) Educator / (U) Non-Certificated Employee (Secretary, Janitor, Etc.) / (S) Substitute Teacher / (B) Bus Driver  
 Individuals who use (E) Educator and (S) Substitute Teacher as the Employee Status will receive a clearance letter at their home address if they have cleared their fingerprinting. This letter can then be used as proof of clearance for any school district.

**All of the above information is necessary to schedule an appointment with MOAPS.**

**Schedule an appointment for applicants who reside in Missouri:** You may telephone toll-free **1-866-522-7067** or use the web application at <http://www.l1enrollment.com/>. Have the information requested above ready. The fee for this process is \$52.20 (\$39.25 for the fingerprints and \$12.95 for processing through L-1 Enrollment Services Division).

**If you have fingerprint cards and live outside Missouri,** and wish to have your prints "captured" in ink by the local police department, you should make your \$52.20 money order payable to "L-1 Enrollment Services" and mail it along with the fingerprint cards to L-1 Enrollment Services Division. If you have any questions on how to get your ink fingerprint cards to L-1 Enrollment Services for processing from out of state, you may telephone the fingerprint company toll-free 1-866-522-7067.

The cards should be directly mailed from the police department to:

**L-1 ENROLLMENT SERVICES DIVISION  
 ATTN: CARD SCAN  
 1650 WABASH AVE STE D  
 SPRINGFIELD IL 62704-5370**

The electronic MOAPS fingerprint cards will be given priority. Turn around time for electronic fingerprint results is anticipated to be 1-2 weeks from the date the fingerprints are captured. Ink fingerprint cards are not as accurate as those captured electronically, and should only be used for out of state applicants!



Address 2131 W Republic Rd  
Springfield, MO 65807

Notes L-1 Identity Solutions  
(Inside the "Mailbox It" Store)  
2131 W. Republic Rd.  
Springfield, MO 65810  
Hours:  
Mon.-Fri. 10:30 - 5:30  
Sat. 11:00 - 2:00



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