



FINGERPRINTING/BACKGROUND CHECK

~~ DO NOT DELAY ~~

Your employment is not considered to be complete until you have met these requirements. Your fingerprinting must be completed before the first day of employment with Oak Grove R-VI School District. Employment with OGSD is contingent on the results of the fingerprinting report.

A four digit registration code is required for registration. Please determine the appropriate code when registering to ensure that the correct results are returned in a timely manner.

Certified Employment – Code: 0928

Non-Certified Employment – Code: 0930

District Substitute – Code: 0929

Durham School Services Employment – Code: 0931

The fee for this process is \$40.30. Payments may be made by check or money-order only. The district will provide this fee for all new Certified/Non-Certified employees. Please contact Lana Brocato, Superintendent Secretary, at 690.4156 and schedule a time to pick up a check for payment. If you pay with a personal check, keep your receipt and turn into Selinda Pavlica, Human Resources, for reimbursement.

You **MUST** pre-register by calling (877) 862.2425 or you can register on-line at www.machs.mo.gov.

Local Walk-In Sites – No appointment Necessary – Pre-registration Required:

Arc Point Labs

Hours: Monday-Friday 9:00am – 5:00pm

3675 S. Noland Road
Suite 200
Independence, MO 64055

Or

2741 NE McBain Drive
Suite A
Lee's Summit, MO 64064

Bring a valid photo ID to the site