Reset Form Print Form

SHP-158U 09/2026

MISSOURI STATE HIGHWAY PATROL

REQUEST FOR CRIMINAL RECORD CHECK

PLEASE SELECT **ONE** OF THE SEARCH OPTIONS BELOW. For either a Name or Fingerprint-Based criminal record check, you must provide the Applicant's Name, Date of Birth, and / or complete Social Security Number in the fields below. A check or Money Order **MUST** be included for the EXACT amount due. No Cash or Credit Cards accepted. Please print legibly or this form will be rejected.

Missouri Personal Identifier Search (Name-Based): Response will include any **OPEN** Missouri criminal records and records of conviction, if any. For electronic processing of name-based searches go to **www.machs.mo.gov** and click on the **Name Search Portal.**

☐ $16.00 Name Search
OR
☐ $21.00 Name Search With Notary Letter

Missouri Fingerprint-Based Open Record Search: Response will include **OPEN** Missouri criminal records and records of conviction, if any. A completed FD-258 applicant fingerprint card must be included with this form and payment for processing if this section is chosen.

☐ $20.00 Fingerprint Search Open and Closed Record
OR
☐ $25.00 Fingerprint Search Open Record with Notary Letter

fold fold

Missouri Fingerprint-Based Open and Closed Record Search: Response will include **OPEN and CLOSED** Missouri criminal records and will be mailed only to the applicant. A completed FD-258 applicant fingerprint card must be included with this form and payment for processing if this section is chosen.

☐ $20.00 Fingerprint Search Open and Closed Record
OR
☐ $25.00 Fingerprint Search Open and Closed Record with Notary Letter

Applicant's Information:

Full Name: _____ _____
Last Name First Name

_____
List ALL other names ever used (married, maiden, shortened, etc.)

Date of Birth: _____ Race: _____ Sex: _____ Social Security #: _____
(Month/Day/Year)

fold fold

MSHP Central Repository Response:

Make mail request and appropriate fee (payable to Criminal Records System Fund) to:

Missouri State Highway Patrol, CJIS Division
Post Office Box 9500
Jefferson City, MO 65102

Send Results To:

_____ (Agency / Requestor)

_____ (Street / P.O. Box)

_____ (City, State, Zip Code)

Telephone (include area code) _____

Criminal Justice Information Services Division
General Information

The Missouri Central Repository (MCR) collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by Sections 43.500 and 589.400, RSMo. CHRI is information collected by criminal justice agencies on individuals and consists of arrests, prosecutions, final dispositions, correctional supervision, and releases. All felony and serious misdemeanor arrests (referred to as reportable arrests), including sex offender registration information as defined under Section 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCR.

Criminal background checks may be requested by means of:

1) **A Personal Identifier Search** (name-based) which searches the Missouri criminal record system based on the Name, Date of Birth, and Social Security Number of an individual.
2) **A Fingerprint-Based Search** which searches the Missouri criminal record system by conducting a fingerprint comparison of the applicant's fingerprints with the criminal (arrest) fingerprints on file with the MCR. Fingerprint images are collected and submitted using the standard Federal Applicant Fingerprint Card (FD-258).

The Personal Identifier Search requires a payment of **$16.00** per request. The criminal record check results are considered a "***possible match***" and will include only open records. Any individual, business, or agency may request and receive open record information by means of a personal identifier search. **Open records include:**

- Records containing convictions, such as plead guilty to, or convicted of.
- Arrest information that is less than 30 days old from the date of arrest.
- Charges filed from the prosecutor, awaiting final disposition from the court.
- Records that contain a suspended imposition of sentence (SIS) during the probation period.

A Fingerprint-Based Search requires a payment of **$21.00** per request. The results of a fingerprint-based background criminal check are considered a "***positive match***" and will provide either open records or closed (complete) records as requested by the applicant.

An applicant may choose to conduct a fingerprint-based criminal record check for release of closed records thus allowing dissemination of all criminal history information on file with the MCR. Closed records will only be released for a record check submitted by means of a fingerprint comparison and will only be disseminated directly to the applicant or to a qualified entity if authorized in accordance with Chapter 610 RSMo. **Closed records include:**

- All criminal history data, including all arrests (filed or not filed charges).
- Charges that have been nolle prossed, dismissed, or found not guilty in a court of law.
- Suspended Imposition of Sentence (SIS) after the probation period is complete.
- Expunged / Closed records pursuant to Chapter 610.

Notary Letters are provided upon request and require an additional $5.00 processing fee, per request. A notary letter may be requested with either a personal identifier search or a fingerprint search.

PENALTY — A person who knowingly violates any provision of Sections 43.532, 43.540, 610.100, 610.105, 610.106 or 610.120 RSMo is guilty of a class A misdemeanor.

FBI Record Requests

Individuals needing a Federal criminal record for personal reasons can obtain a federal background check directly from the FBI. Please refer to information regarding the FBI's Identity History Summary Check on the FBI's website at www.fbi.gov.