

## **LINDBERGH SCHOOLS SECURITY – BACKGROUND CHECK PROCESS**

**IN COMPLIANCE WITH MISSOURI STATE STATUTES, THE FOLLOWING PROCESS AND PROCEDURE APPLY TO ALL CONTRACTORS, VENDORS, SALES PEOPLE, ETC. WHO MAY BE WORKING ON LINDBERGH SCHOOLS PROPERTY. FAILURE TO ABIDE BY THESE RULES MAY RESULT IN YOUR REMOVAL FROM AND PROHIBITION TO DO WORK ON DISTRICT PROPERTY.**

Lindbergh Schools has made arrangements with Missouri Criminal Records (contact information below) to perform a background check for each worker on school property. This is applicable to every contractor and vendor who routinely performs work for the district. This is an electronic (on-line and email) process and normally a background check takes 1-2 days once submitted on-line.

To get this process started, you will need to contact Missouri Criminal Records to set up an account ... each company / vendor is responsible for all costs, not Lindbergh Schools. As part of the process, you will need to designate the responsible person in your organization who will be responsible to; [1] Gather all applicable worker security information; [2] Enter in the secure information to the web-site and submit for record verification; [3] Receive a security status reply concerning each person requested; [4] Manage and secure all private information, record check materials and electronic data.

Missouri Criminal Records will set up an account for your company with your designated person as the contact. They will explain the billing and invoice process, since your company will be responsible for all costs associated with this program. They will establish a secure log-in so that your designee can initiate a background check at any time.

The information below will be required for each individual in order for your designee to submit a background check. There are four (4) separate "fields" when you enter the information.

1. First Name
2. Last Name
3. Date of Birth (mm-dd-yyyy)
4. Social Security Number (123456789 ... numbers only, no dashes).

Once you enter this information on the website, the request will then be forwarded directly to Missouri State Highway Patrol. The report they return (based on the information you sent) is a public record, except only the last-4 digits of the social security number will appear. So that you have confirmation, the background check report reply that is sent to your designee will also be copied to Lindbergh Schools (Personnel Services Department) at the same time.

Presuming the results are "no records found", there are no concerns and the individual is then permitted to work on school property. If the report comes back with an incident listing, Lindbergh Personnel Services will make the final determination if the individual can work on Lindbergh property. Lindbergh Personnel Services will then notify you of the outcome.

If you only have about 1 to 4 records a day to enter, it is easier to enter them directly on-line. If you have 20 names, you can create an excel spreadsheet having the same 4 column headings with the information listed across in rows. The spreadsheet can then be sent via email to your contact at the Missouri Criminal Records office. They will then enter the information.

Note ... if you enter the information on-line and you find out later the same day that something was not entered correctly and needs to be changed, you can go on-line to make the change before the data is pulled.

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Contact Missouri Criminal Records and they will set up the account and walk you through the process in more detail. BE SURE TO ADVISE THEM THIS IS FOR LINDBERGH SCHOOLS. They then know to include Lindbergh Personnel Services in their email response to your designee.

**Missouri Criminal Records, LLC.**

PO Box 105306

Jefferson City, MO 55110

- (573) 761-7577 - office

- (573) 761-7488 - fax

- <http://www.MoCriminalRecords.com>

Brad Bates, Owner

- "Brad Bates" <[Brad@MoCriminalRecords.com](mailto:Brad@MoCriminalRecords.com)>

**Lindbergh Schools**

Personnel Services

Maureen Niedringhaus

- (314) 729-2480, x8828 - office

- (314) 729-2464 - fax

- "Maureen Niedringhaus" <[MNiedringhaus@LindberghSchools.ws](mailto:MNiedringhaus@LindberghSchools.ws)>

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# Missouri Criminal Records, LLC

## Account Setup Request Form

... or fill out on-line ... <http://www.mocriminalrecords.com> (New Accounts section)

When Missouri Criminal Records, LLC receives this document, we will establish an account for your business/organization on our secure Internet database and you can begin to request Missouri State Highway Patrol Criminal Record/Missouri Sex Offender searches. By completing and submitting this form, you are under no obligation to use our service, but you will have an established account ready for use when you need it. Please fax this form to the number below.

Business/Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Contact Person Phone Number \_\_\_\_\_

Contact Person Fax Number \_\_\_\_\_

Email Address where the results will be sent \_\_\_\_\_

How do you wish to pay for this service?

- Bill on a monthly basis  
 Charge to a Credit Card or Purchase Card on a monthly basis

\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard

Credit Card Number \_\_\_\_\_

Expiration Month \_\_\_\_\_ Expiration Year \_\_\_\_\_

Authorized Signature \_\_\_\_\_

*Credit card numbers provided will be retained in a secure location and will not be accessible electronically.*

## FAX THIS FORM TO 573-761-7448

We will then contact you with your secure user name and password.

Information on this form will NOT be shared with any other entity

