Volunteers | Frequently Asked Questions

Q: Why is this new process being introduced?
A: The District must require this process in order to comply with a revision to Missouri State Statute 168.133. We believe that providing a safe environment for all of our students is of the utmost importance and this is a safety protocol.

Q: Where can I go to get fingerprinted?
A: Locations nearest you can be found on the following link: https://www.identogo.com/locations. It is important to make an appointment prior to arriving at these locations to ensure the facility is open and that they have availability to process your request.

Q: Does the District pay for the criminal background check?
A: No, the District has over 700 volunteers sign up annually and is unable to allocate funds for this service.

Q: What does it cost?
A: Currently, it is a one-time fee of $44.75. However, that cost is not set by the District and is subject to change without notice.

Q: What if I have been fingerprinted for a criminal background check for another employer or entity?
A: You can request a copy of your results from the entity that you previously provided fingerprints for within 12 months of completion and share them with the Human Resources Department. They must have gone through the Missouri Highway Patrol. However, these shared results will expire 12 months after the date of completion. Once expired new results will be required using the NSD District code.

Q: Will I be able to volunteer in any building in the District or do I have to go through a process in each building?
A: You will only need to complete and pay for the criminal background check one time to be able to volunteer at any District campus. You will need to complete and return the volunteer packet annually.

Q: Who will see the criminal background check results?
A: Only authorized personnel designated by the Superintendent of Schools will be able to view results.

Q: What is the fingerprint code I need to use?
A: When registering with MACHS, www.machs.mo.gov, you will use code **8590**. Be sure to set an appointment with your selected location to ensure the site is open and available to take your request.

Q: How long does the process take?
A: The District recommends completing the process no later than two weeks prior to the event you wish to attend.

Q: Will I (the parent) receive a copy of the fingerprint results?
A: No, the district does not maintain physical copies of fingerprinting results. You may request a notarized clearance letter be sent to you for an additional $2.00 when you register.

Q: What if I choose not to be fingerprinted?
A: Those who are not fingerprinted will not be allowed to volunteer, as defined above. However, a fingerprint check is not required for individuals classified as a visitor, as defined above. We welcome your participation in these activities.

Q: How will I know that I have cleared the volunteer background check process?
A: You will receive an email letting you know that you have completed all of the requirements to volunteer in the District.

Q: If I have questions or problems registering with MACHS, who do I contact?
A: If you have questions about the fingerprint process or need assistance registering, please contact IDEMIA at (844) 543-9712.

Registering and Scheduling Your Background Check for Volunteering at Neosho School District

Register online on the MACHS (Missouri Automated Criminal History Site) website at www.machs.mo.gov. If you don't have Internet access, you may register by phone by calling 1-844-543-9712.

When registering you use code: **8590**

After completing registration with MACHS, you will automatically be redirected to the IdentoGO website to schedule your appointment and pay for your background check. The current cost for obtaining fingerprint criminal background check results is $44.75.

Find the closest fingerprinting location through the following link:
https://www.identogo.com/locations

Current Locations:

Joplin
2601 E 4th Street Ste B
Atlas Risk Management, LLC
Joplin, MO 64801-2281
Monday-Friday: 8:30 AM - 4:30 PM

Pineville
503 Main St
Pineville City Hall
Pineville, MO 64856
Monday, Wed, Thurs: 8:30 AM – 3:00 PM

Locations and pricing are not controlled by the District and are subject to change.