

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O. BOX 88

JEFFERSON CITY, MISSOURI

June 25, 2004

MEMORANDUM

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS, AND
CHILDREN'S DIVISION STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: HELPFUL TIPS TO AVOID THE INCOMPLETE RETURN OF
APPLICANT FINGERPRINT CARDS OR THE MISSOURI STATE
HIGHWAY PATROL REQUEST FOR CRIMINAL RECORD CHECKS
(SHP-158F)

REFERENCE: CHILDREN'S DIVISION

DISCUSSION:

Anyone applying to become a foster, relative, kinship or adoptive resource provider who had not **completed** the application process prior to January 28, 2004, must be fingerprinted according to Memorandum CD04-05.

FORM SHP-158F RETURNED TO LOCAL COUNTY OFFICES

The Missouri State Highway Patrol (MSHP) continues to receive Form SHP-158F, "Request for Criminal Record Check;" this search requires only a personal identifier (name search) without the support of fingerprints. Since MSHP is aware of the agency policy requiring applicants to be fingerprinted, the MSHP is complying with our agency's requirement and will return the SHP-158F to its sender.

The Children's Division standard is to require fingerprints. However, if the criminal record search is not for the purpose of licensure, there may be times when only a name search is desired. In those cases, the SHP-158F may be submitted. This form may be used for the purposes of a court-ordered home study, a background search of a birth parent, a respite provider, or a court-ordered placement. In those cases, the MSHP will accept the SHP-158F as long as a \$5.00 check or money order made payable to "State of Missouri, Criminal Record System" is attached. The person desiring the placement is responsible for paying the fee. **Name search requests are to be sent directly to the MSHP, not through the Background Screening Investigative Unit (BSIU).** The requests should be addressed to the Missouri State Highway Patrol, Criminal Records & Identification Division, 1510 East Elm Street, P.O. Box 568, Jefferson City, MO 65102-0568.

When a criminal record request is made for the purpose of licensing a home for the placement of a child through the Interstate Compact for the Placement of Children (ICPC), fingerprints will also be the standard. A name check is sufficient for placement with a birth parent, unless the local county office feels fingerprinting is warranted. Criminal background expenses in ICPC cases will continue to be at the expense of the applicant.

APPLICANT FINGERPRINT CARDS RETURNED TO THE LOCAL COUNTY OFFICE

Some Applicant Fingerprint Cards are being returned by BSIU because of improperly completed information on the card. MSHP Criminal Records & Identification Division training taught that some blanks are not mandatory fields. MSHP would still like all information completed if the information is available. The social security number is not a mandatory field because not all individuals have social security numbers. If the applicant has a number, it must be recorded on the card. Mandatory fields are:

- Name of Subject
- Originating Agency Identifier (ORI)
- Date of Birth
- Sex
- Race
- Reason Fingerprinted (Applicable statutes)
- Employer and Address (Completion of this field informs BSIU where to return the reports.)

Additional information:

- A card will not be returned if there is no signature, as long as the subject's printed name is legible.
- Workers may use "White-out" to correct any of the printed information on the card since that information is not scanned into a computer. **Just make sure the information is legible.**
- It is not necessary to attach any form to the "Applicant Fingerprint Cards" when submitting them to BSIU.
- **Please do not staple the cards together as it is very time-consuming for BSIU staff to remove the staples.**
- Applicant Fingerprint Cards are always to be routed through BSIU, not sent directly to the MSHP.
- "Request for Criminal Record Check", Form 158F, is to be sent directly to the MSHP.

Current return time for reports from the MSHP is 8-9 weeks. The MSHP Criminal Records & Identification Division is experiencing a substantial increase in requests due to the applications to carry concealed weapons; by statute those fingerprints are to be processed within 45 days. The MSHP have received permission to hire additional fingerprint technicians, and they are confident that as soon as staff is hired and trained, prints will be processed in a more timely manner.

NECESSARY ACTIONS:

1. Review memorandum with all Children's Division staff.
2. All questions regarding this memorandum should be referred through normal supervisory channels.

FMS/DK:js