

Obtaining a Missouri State Highway Patrol Criminal Background Report

Via USPS Mail:

Requests made by mail require the completion of the "Request for Criminal Record Check Form, SHP-158. This form may be via the Internet at: Criminal Record Check Form (SHP-158) <https://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/documents/SHP-1582019.pdf> or from the lodge secretary. The report fee of \$15.00 must be paid by check or money order (no cash), included with the request form and mailed to the address on the form.

Please note that all mail-in requests submitted on non-MSHP forms will be rejected and returned to the original sender not completed.

Via Computer/Internet

Online requests are initiated through <https://www.machs.mo.gov/MACHSFP/home.html>

Click the button "Click here to Register with the Name Search Portal"

Click the button "New to this site? Click here to get started"

Click the button "Yes – Continue"

Complete the Public Search – Requestor Information screen. NOTE be SURE to remember your password! You will need to obtain your results. **This site is run by the Missouri State Highway Patrol and no one attached with Freemasonry can assist you to retrieve your password.** Click SUBMIT when complete.

You have now created your account and may begin conducting your record check. You will be required to enter your first name and last name, as well as either a date of birth and/or a social security number for report. Once you have entered the required information you may click the "View Shopping Cart" button.

Click the 'Submit' to enter payment for your report.

Credit/Debit cards are the only method of payment available through MACHS. The State Payment Portal accepts all major credit cards including MasterCard, Visa, Discover, and American Express. The report charge is \$15.00 plus the payment processing fee of \$1.25.

Report requests are processed by MACHS personnel. On average MACHS personnel complete requests within two business days but may take up to 7-10 business days, so check back often

To check if your report is complete, log back into the system and go to the "Purchase History" page. If the request is complete, the Submitted/Completed column will read "1/2". Click the "View" button to see and print your report. Enclose that printed report with your completed petition and submit it to the lodge secretary.

If you have any problem ordering your background report or have any problem with the information on the report, you need to contact the MACHS service for assistance at 573-526-6153 or machs@mshp.dps.mo.gov.