



**LEBANON**  
M I S S O U R I

*Friendly people. Friendly place.®*

CITY OF LEBANON, MISSOURI • INCORPORATED 1877

No person shall operate a Pawn- Shop with the city unless he/she has in his/her possession a current "**Pawn Brokers License**"/Business permit which has been issued to him/her from the City of Lebanon. The applicant must complete the City of Lebanon's Application for "**Pawn Brokers License**" and also submit a criminal, fingerprint based background check.

In the package you have received there is a contact number of the organization the has been approved by the Highway Patrol to conduct the fingerprinting. This vendor will be responsible for fingerprinting and collecting any fees associates with the fingerprint process. **Please be sure to ask the representative about any updated cost and methods of payment.** The results will be returned directly to the City Clerk and at that time a decision will be made to either grant or denied the request for a permit.

In your package you should have:

- 1) Pawn Brokers License application (To be returned to the City Clerk)
- 2) Approved Vendor for Fingerprinting (Instructions and contact information)
- 3) Applicants Privacy Rights for National Fingerprint-Based Background Checks
- 4) City Ordinance (Upon Request)

**\*\*At the time of fingerprinting, advise the technician that you are requesting the State/FBI fingerprinting base background check for the purpose of licensing through the City of Lebanon. This information will probably be gathered at the time the appointment is made. If you have any questions please contact Lebanon City Clerk @ 417-532-2156.**



City Of Lebanon, Missouri  
Application for a Pawn Brokers License



Pawn Broker - A pawn broker is any person engaged in the business of lending money on the security of pledged goods or engaged in the business of purchasing tangible personal property on condition that it may be redeemed or repurchased by the seller for fixed price within a fixed period of time. No fee shall be paid to the city by the applicant for the issuance of a Pawn Broker License. Chapter 19, Article II of the Lebanon Municipal Code is attached.

There is no guarantee of issuance of license with application.

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_  
No. Street City State Zip Code

Owner's Name : \_\_\_\_\_

Home Address: \_\_\_\_\_  
No. Street City State Zip Code

Home Phone Number: \_\_\_\_\_ Business Phone Number: \_\_\_\_\_

Owner's Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Drivers License Number : \_\_\_\_\_ State Issued: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ State Tax ID # (attach copy) \_\_\_\_\_

Is your business registered with the Missouri Secretary of State's Office (suggested):  No  Yes

Please provide a brief description of the nature of the business: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a criminal offense?  No  Yes (if yes, explain date, offense, disposition)  
\_\_\_\_\_

Have you ever been issued a Pawn Brokers License?  No  Yes (if yes, explain date, offense, disposition)  
\_\_\_\_\_

Are you indebted to the City of Lebanon in any way other than current utilities and taxes?  No  Yes

I hereby certify that the information provided on this application is true and I have received a copy of Chapter 19, Article II of the Lebanon Municipal Code. I further agree comply with all zoning use regulations, rules and ordinances. A copy of my Criminal Record Check form the Missouri State Highway Patrol is attached to this application. I further consent to a Lebanon Police Department record check being made, pursuant to my application.

\_\_\_\_\_  
Signature Date

<b>SWORN AFFIDAVIT</b>	
State of _____	
County of _____	
Subscribed and sworn to before me this _____ day of _____, in the year _____.	
_____ Notary Public My Commission Expires : _____	



City of Lebanon, Missouri  
Pawn Broker License



Pawn Broker - A pawn broker is any person engaged in the business of lending money on the security of pledged goods or engaged in the business of purchasing tangible personal property on condition that it may be redeemed or repurchased by the seller for fixed price within a fixed period of time. No fee shall be paid to the city by the applicant for the issuance of a Pawn Broker License. **Division 2, Sec. 19-31 through Sec. 19-36 of the Lebanon Municipal Code is attached.**

Name of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_  
No. Street City Street Zip Code

Terms of License: \_\_\_\_\_ through \_\_\_\_\_

Note: Application for renewal of License must be submitted prior to end of Term of License.

FOR OFFICIAL USE ONLY

Issue Date of License: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

## NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification<sup>1</sup> that your fingerprints will be used to check the criminal history records of the FBI.
- If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.<sup>2</sup>

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.<sup>3</sup>

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

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<sup>1</sup> Written notification includes electronic notification, but excludes oral notification.

<sup>2</sup> See 28 CFR 50.12(b).

<sup>3</sup> See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).

# Missouri Applicant Processing Services Applicant User Guide for State Agency and MOVECHS Fingerprint Search Requests



Changes Effective July 1, 2012



## Welcome 3M/Cogent

### Missouri's New Fingerprint Services Vendor

3M/Cogent Corp. has won the contract to be Missouri's new fingerprint services vendor. They will be taking the place of L-1 Identity Solutions effective July 1, 2012.

The new contract with 3M/Cogent has many benefits over the old contract including a lower cost, an expanded number of fingerprint services sites and expanded hours of operation to include evening and weekends.

3M/Cogent Fee Schedule:

Fingerprinting Fee	\$8.30
State Fee	\$20.00 (\$14.00 if fingerprinted for foster care pursuant to Section 210.487 RSMo.)
FBI Fee	\$16.50 (\$15.00 for volunteers)
Notarized Letter Fee	\$2.00 (if requested)

**Note: The combined fee for applicants needing a standard State and FBI search is \$44.80 unless you qualify for one of the exceptions above. Your fee will be automatically calculated based on the 4 digit registration number that you provide.**

### The Missouri Automated Criminal History Site

#### MACHS

If you need to be fingerprinted through 3M/Cogent you must first register with the Missouri Automated Criminal History Site (MACHS).

MACHS is located at: [www.machs.mo.gov](http://www.machs.mo.gov)

Individuals without access to the Internet may contact 3M/Cogent directly at **1-877-862-2425** to have a Fingerprint Services Representative conduct this registration on their behalf.

### 4 Digit Registration Number

To register with MACHS for a fingerprint search that includes a check of FBI files your employer/licensing agency must have provided you with a 4 digit registration number. This number ties all agency identifying information together to ensure that your background check response is returned to the correct agency in a timely manner.

### Notarized Letters

Depending on the purpose of your background check you may have the option to request that notarized clearance letters accompany the final results. There is a \$2.00 surcharge if notarized letters are requested.

## Why do I need a Registration Number?

Under the previous contract applicants were required to provide an eight digit Agency ORI Code and another OCA code in order to be fingerprinted for an FBI search. In some cases applicants were required to know a statute for reason fingerprinted as well. To simplify the process, all of the above information has been combined into a simple, easy to remember 4 digit code.

The use of this 4 digit code ensures that you will be conducting the correct type of fingerprint search and that your response is returned to the correct agency in a timely manner. If you do not have a 4 digit code you should contact your employer/licensing agency.



## Registering with MACHS

To begin the registration process with MACHS go to [www.machs.mo.gov](http://www.machs.mo.gov) and click the icon to access the MACHS Fingerprint Portal.

## Reason for Request

Select the option requiring the 4 digit registration number to begin your registration process. **CODE: 5456**

A screenshot of the Missouri State Highway Patrol's MACHS website. The page header includes the Missouri State Highway Patrol logo and the text 'Missouri State Highway Patrol Criminal Justice Information Services Division Missouri Automated Criminal History Site'. Below the header is a navigation menu with links for 'Home', 'About MACHS', 'Contact Us', 'FAQ', and 'Related Links'. The main content area is titled 'Getting Started' and asks the user to select an option for their reason for visiting the site. The options are:   
1. 'I have a 4 digit Registration Number that was provided by my employer or licensing agency.' (This option is selected with a radio button). Below this option is a blue button that says 'You will be forwarded to a form to fill out once you click "Begin" below.'   
2. 'I am an individual needing a fingerprint based search to be returned to myself' (radio button not selected).   
3. 'I previously scheduled an appointment through MACHS to be fingerprinted and need to re-schedule my appointment.' (radio button not selected).   
At the bottom of the form are 'Begin' and 'Clear' buttons. The footer of the page contains logos for 'W3C XHTML 1.0' and 'W3C CSS'.

## MACHS Applicant Registration

At the top of the registration page you should enter your 4 digit **CODE: 5456** registration number in the space provided. Clicking "Populate" will automatically return a message displaying the name and identifying information of the agency for which you are registering. If the agency that populates is incorrect, please contact your employer/licensing agency to verify that you are using the correct registration number.

The screenshot shows the MACHS registration form for the Missouri State Highway Patrol. The form is titled "Missouri State Highway Patrol Criminal Justice Information Services Division Missouri Automated Criminal History Site". It includes a navigation menu with "Home", "About MACHS", "Contact Us", "FAQ", and "Related Links". The form displays the Transaction Control Number (TCN) as MH123456. The form is divided into several sections: "Contact Information" (First Name, Middle Name, Last Name, Suffix, Alias First Name, Alias Middle Name, Alias Last Name, Alias Suffix, Street Address, Apt. Number, City, State, Zip Code, Home Phone, Mobile Phone, E-mail Address), "Personal Information" (Date of Birth, Gender, Height, Weight, Hair, Eye, Race, Place of Birth, SSN, Country of Citizenship), and "Notarized Letter" (Will/Won't Mail Notarized Results, For International Use or Not). The form also includes a "Schedule Fingerprinting" button and a "Log Out Information" button.

Once you have verified your agency information you may begin entering your personal demographic data into the spaces provided. Mandatory fields are marked by a red \*. When you are finished click "Register".

At the top of the verification page an 8 digit Transaction Control Number (TCN) will be highlighted. This number will be used to track your fingerprints through the background check process.

Once you have verified that the information that you have entered is correct, click "Schedule Fingerprinting" to schedule an appointment with 3M/Cogent.

## Volunteers

During registration you will be asked if your background check is being conducted for a position as a volunteer. Be sure to answer this question correctly so that MACHS can use the correct search type and fee for your purpose.

## Payment

Before an appointment may be scheduled, you will need to make payment arrangements. You will have the option to pay for your fingerprint search online or at the time of your appointment.

The screenshot shows the Cogent Applicant Fingerprinting Online Services payment page. The page is titled "Applicant Fingerprinting Online Services Step 3 - Credit Card Payment". It displays the registration information for Sandy Smith, including the TCN (M000011), Transaction Type, and Transaction Fee (\$ 40). The form includes fields for Credit Card Information (Credit Card Type, Card Number, Card Verification Code (CVV2), Expiration Date, Name As It Appears On Card) and Billing Address (Street Address, City, State, Zip Code, Daytime Phone Number, Email Address). The form also includes a "Pay" button.



## Fingerprint Rejections

3M/Cogent and the Missouri State Highway Patrol will make every effort to ensure that your fingerprints are processed and returned to your employer/licensing agency in a timely manner. Unfortunately there are times where individual fingerprint submissions do not have adequate detail to be processed successfully. If your fingerprint submission is rejected for any reason, 3M/Cogent will contact you directly to schedule a new appointment.

## Re-scheduling Appointments

Should you need to re-schedule your fingerprinting appointment due to a schedule conflict you may do so via the MACHS Fingerprint Portal by selecting the option to re-schedule.

Missouri State Highway Patrol  
Criminal Justice Information Services Division  
Missouri Automated Criminal History Site

Home About MACHS Contact Us FAQ Related Links

Getting Started  
Please select the Option below that best applies to your reason for visiting this site. If none of these options applies to you or you have further questions please call us at: 1-873-526-6312

- I have a 4 digit Registration Number that was provided by my employer or licensing agency.  
- Results will be returned to employer/agency electronically -
- I am an individual needing a fingerprint based search to be returned to myself  
- Or -  
My employer or licensing agency did not provide me with a 4 digit Registration Number.  
- Please note: If you are unsure if you need a 4 digit Registration Number please contact your employer or licensing agency. Failure to select the correct option may result in additional fees being assessed if a correction is later needed. -
- I previously schedule an appointment through MACHS to be fingerprinted and need to re-schedule my appointment.  
You will be forwarded to Cogent's re-scheduling page once you click "Begin" below.

Begin Clear

## Appointment Scheduling

Once payment arrangements have been completed, you will be required to schedule an appointment at a Cogent fingerprint services site.

COGENT  
Applicant Fingerprinting Online Services

MSHP Applicant Registration  
Step 4 - Make an appointment

Fingerprinting service office:

Jefferson City office  
191 Main St  
Jefferson City, MO 65101  
The first available appointment for this office is on:  
Thursday, February 23, 2012 at 8:30 Am

If you wish to search for a different date or time, enter your selection below:  
Date:  Time:

February 2012							March 2012							April 2012						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
							1	2	3	4	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Today

After you confirm your appointment you will be provided a receipt that provides your unique transaction control number (TCN) and all appointment information. If possible you should print this page for your records.

## Thank You For Using MACHS

Both the Missouri State Highway Patrol and 3M/Cogent strive to ensure that your entire fingerprinting process is as convenient and hassle-free as possible.

Questions about the fingerprinting process may be directed to:

3M/Cogent: 1-877-862-2425

Or

The Missouri State Highway Patrol: 573-526-6312

Missouri Applicant Processing Services