

*The information provided will include:*

1. Responses from the MSHP (state search) and the FBI that the person has no criminal history, if none;
2. Responses from the MSHP and/or FBI of a Record of Arrest and Prosecution (RAP) sheet that shows arrests and/or convictions, if any; and
3. Response notification if the person is a Missouri registered sex offender. (If the person is a registered sex offender in another state, it will be provided on the FBI response.)

## **Fees**

Enrollment into the MOVECHS program is free. The only fees associated with the program are those fees that are required for the background checks (pursuant to section 43.530 RSMo and the federal register). For background check fee information, please refer to the MSHP's website for Criminal Record Check fees. (<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/crimRecChk.html>)

*Questions or interest regarding the MOVECHS program may be addressed to:*

Missouri State Highway Patrol  
CJIS Division  
1510 E. Elm Street  
PO Box 9500  
Jefferson City, MO 65102  
(573) 526-6153  
Email: [MOVECHS@mshp.dps.mo.gov](mailto:MOVECHS@mshp.dps.mo.gov)

Information available at:  
[www.mshp.dps.mo.gov](http://www.mshp.dps.mo.gov)  
(Program Services, Background Checks MoVECHS)

Produced By:

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P.O. Box 568  
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*An Internationally Accredited Agency*

# **MoVECHS**

## **Missouri Volunteer & Employee Criminal History Service**



*A service provided by:*  
**Criminal Justice  
Information Services Division  
Missouri State Highway Patrol**

# What is MoVECHS?

The MOVECHS program allows access to fingerprint-based criminal history record information from the systems of the MSHP and FBI to agencies, whether public or private, that provide services to children, the elderly or individuals with disabilities. MOVECHS is the acronym for the Missouri (MO) Volunteer and Employee Criminal History Service (VECHS) program. The program was established in 2008 by the Criminal Justice Information Services (CJIS) Division within the Missouri State Highway Patrol (MSHP) and is approved by the Federal Bureau of Investigation (FBI) pursuant to federal legislation.

## How Is MoVECHS Authorized?

The MOVECHS program is authorized through three federal Acts:

1. The National Child Protection Act, as amended by the Volunteers for Children Act (NCPA/VCA);
2. The Adam Walsh Child Protection and Safety Act (Adam Walsh Act); and
3. The Edward Kennedy Serve America Act (Serve America Act).

The MSHP/CJIS Division is the administrator of the MOVECHS program and has three Originating Agency Identifiers (ORIs) assigned by the FBI. While most agencies may qualify for enrollment under the NCPA/VCA, the Adam Walsh Act specifically allows access to private elementary and secondary schools or educational facilities, and the Serve America Act is primarily used for volunteer service groups, such as the AmeriCorps programs or youth service programs.

## Mission

The MOVECHS program will serve to ensure qualified Missouri agencies have access to fingerprint-based criminal history record information housed within the systems of the MSHP and FBI on applicants/employees/volunteers that have or may have access to children, the elderly or individuals with disabilities.

## Qualification For Access

To participate, a business/entity must be lawfully approved through the Business Services Division of the Missouri Secretary of State office and have a physical operating location in Missouri. A business/entity must provide some type of care which includes treatment, education, training, instruction, supervision, recreation or care placement services for children, the elderly, or individuals with disabilities. The term "entity" applies to public, private, for profit, not-for-profit, or volunteer organizations.

## Enrollment Process

For program enrollment, a potential business/entity must complete and provide the following documents:

1. MOVECHS Application (SHP-980); and
2. MOVECHS User Agreement (SHP-982); and
3. A copy of their business license or other official document that substantiates they are authorized to operate in Missouri.

The application and user agreement are available on the MSHP's website under publications and forms. (<http://www.msdp.dps.missouri.gov/MSHPWeb/DevelopersPages/forms.html>).

Mail all three documents to: MSHP/CJIS Division, Attention: MOVECHS Program, PO Box 9500, Jefferson City, MO 65102-9500 or Email documents to: [MOVECHS@msdp.dps.mo.gov](mailto:MOVECHS@msdp.dps.mo.gov)

## Approval Process

Upon receipt of the VECHS Application, User Agreement, and verification of the entity status, approval notification will be provided along with the program documentation and fingerprint instructions. The review and verification process may take several weeks.

## Background Check Results

Once approved, a qualified entity may begin submitting fingerprints on applicants. The results of the fingerprint search will be sent to the qualified entity which will include both the state of Missouri search and FBI search of criminal history record information.