

HILLSBORO R-III VOLUNTEER FORM

NAME: _____ DATE: _____

STREET ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: _____

CELL PHONE: _____

AREA VOLUNTEERING IN: _____

CHILDREN ATTENDING SCHOOL DISTRICT:

NAME/S: _____

GRADE LEVEL: _____

(Insert copy of Driver's License Here)

DATE LAST BACKGROUND CHECK COMPLETED: _____

FINDINGS: _____

APPROVED TO USE: _____



An L-1 Identity Solutions Company

School Employee Fingerprinting Appointment Instructions

If you are unable to register online call 866-522-7067. Fees total \$52.20

The IBT Missouri Registration website provides online access to make an appointment for fingerprinting. Below are directions for filling out the online IBT registration. If your employer is not paying for the appointment only checks and money orders are accepted at the time of the fingerprinting appointment. Credit card and E-check payments are accepted, but not required, when registering by phone at 866-522-7067.

The OCA Number for Hillsboro School District is # **050-003** (NO DASH)

Type in the Identix URL
<https://mo.ibtfingerprint.com/>
Select Missouri as the target state.

Step 1: Select a language format.

Step 2: The first two characters of the ORI Number are capital letters "M" and "O," not numbers. The ORI Number for the Dept. Elementary and Secondary Education is MO920320Z.

Step 2b: On the next page enter the school county/district OCA number. DO NOT use a dash. Or use the drop down list in the bottom half of the yellow box to find the OCA number. Also select the designator for your job type. Click "go."

Step 3: On the next page enter a zip code or, in the bottom yellow section labeled "Please choose the region..." choose an area from the drop-down list. On the next page click on the city name of a location.

Step 4: Select a date in blue, double click on a time.

Step 5: Enter your personal information.

Step 6: After verifying the information you must click on Finalize Appointment. This step must be completed.

Step 7: Make a note of your registration verification number.

Step 8: Bring a VALID GOVERNMENT ISSUED PHOTO ID to your appointment, driver license, passport, military or state ID. School IDs are NOT accepted.

If your employer is paying for the appointment you may need the Billing Account number. Only checks and money orders are accepted at the time of the fingerprinting appointment. Credit card payment is accepted when registering by phone but is not required. Fees total \$50.95.

INTEGRATED BIOMETRIC TECHNOLOGY
Protecting and Securing Personal Identities and Assets

Missouri Registration

1 2 Application ID 3 4 5 6 7

Please call IBT at (866) 522-7067 for assistance.
School Employee ORI # MO920320Z
OCA numbers can be found on the website or provided by the school district.

Agency Number/ORI

Possible ORI Numbers
MO920100Z - Board of Nursing
MO920120Z - Board of Pharmacy
MO920560Z - Board of Respiratory Care
MO920360Z - Dept of Social Services - BSIU
MO920320Z - DESE

The 866-522-7067 appointment lines can be ***extremely*** busy in the summer months. Please try to register online if at all possible.

Search Google Maps for "IBT Fingerprinting Locations," or use the Following Link:
[IBT Fingerprinting Locations](#)

Mehlville School District

3100 Lemay Ferry Rd.
Room A4, Door 4
St. Louis, MO 63125-4416

Bus parking area on the Left, bear right past the speed bump and turn right. Look for the Identix Parking signs use Door 4.

From I-64 take Exit #25 onto I-270 South toward Memphis go 11.9 Mi. Take Exit #1B-A/I-55 onto Forder Rd. go 1.0 Mi. Turn Left on Lemay Ferry Rd. go 1.3 Mi. 3100 Lemay Ferry Rd. on the Right.

From Fenton turn Right onto I-270 South toward I-55 go 3.1 Mi. Take Exit #1B-A/I-55 onto Forder Rd. go 1.0 Mi. Turn Left on Lemay Ferry Rd. go 1.3 Mi. 3100 Lemay Ferry Rd. on the Right.

From Clayton from Clayton Rd. turn South on S Big Bend Blvd. go 2.8 Mi. Bear Left on N Laclede Station Rd. for 0.4 Mi. Continue on S Laclede Station Rd. S go 1.7 Mi. Turn Left on Heege Rd. go 1.0 Mi. Turn Right on MacKenzie Rd. go 2.0 Mi. Continue on Reavis Barracks Rd. go 1.7 Mi. Turn Right on

Home Base Center

309 N Franklin St.
Farmington, MO 63640

Hwy 32 is Karsch Blvd. Take Karsch Blvd. to Washington (Hwy D) turn South onto Washington. Take Washington 3 Blocks to Murphy. Turn West onto Murphy. go 2 Blocks on Murphy to Farmington St. Murphy dead ends at Farmington St. and the parking lot for the Home Base Center is across the street to the Left. Use the entrance facing the parking lot.

Eureka Rockwood Annex

500 N Central Ave., Bldg B.
Eureka, MO 63025

From I-44 take Exit #264 toward Eureka go 0.2 Mi. Turn Right on MO W go < 0.1 Mi. Turn Right on E 4th St. go 0.2 Mi. Turn Right on N Central Ave. go 0.1 Mi. 500 N Central Ave. on the Right.