

How to Obtain A Missouri Highway Patrol Criminal Record Search Using Missouri Criminal Records, LLC

Our school district appreciates your willingness to volunteer in our schools. However, to ensure the safety of our students, the Board of Education is requiring all individuals who come in contact with our students to complete a Missouri Highway Patrol Criminal Record Search.

All criminal record searches in Missouri are conducted by the Missouri State Highway Patrol in Jefferson City. You can drive to Jefferson City and obtain your record search in person and it will be completed while you wait. You can mail your search request to the Highway Patrol via the US Postal Service and it will take 6 to 8 weeks to obtain the results. The most expedient manner in which to obtain these record searches is to use the internet site: www.mocriminalrecords.com

This company is located in Jefferson City and has been delivering search requests on behalf of its clients to the Missouri Highway Patrol since 1996. This company will report the results via email on the next business day and can send a copy of the report directly to our school district at the same time. The cost is \$18.00 and by logging onto their secure site, you can use your VISA or MasterCard to purchase this service and enter your search information; just follow these simple directions to use this service.

To obtain your record search, you will need your date of birth and social security number.

1. Go to: www.mocriminalrecords.com
2. Click on the large blue banner that says "Click Here To Order Searches"
3. Click on the "First Time User Link"
4. Enter the User Name: MCR and Password "GUEST" Be sure to use all caps!
5. Click on the Continue Button at the bottom
6. Select the Missouri Highway Patrol Record Search
7. Enter your credit card information
8. At the bottom be sure to send a copy to (enter school district email address here)
9. Click on the Continue Button and then enter the search information.
10. When you have finished entering the search information, click on the Continue Button
11. Make sure all of the information is correct and click on the Submit Button.
12. A confirmation number will be displayed, write this down or print this page.
13. Please make sure that your email program is set to allow emails from mocriminalrecords.com
14. You will receive a confirmation of your request within 30 minutes after submitting the information.
15. A copy of your search result will be sent to our office and will remain confidential.
16. If there are any problems, we may need to schedule an appointment to discuss the results.

Again, please know that we truly appreciate your willingness to volunteer in our schools.