

Instructions for Live Scan Office Appointment

Step One: Go to www.MACHS.mo.gov

Click on the BLUE box that states: Click here to Register with the Fingerprint Portal

Step Two: Click on the blue box that states: Click here to Register with MACHS

Step Three: Put in the 4 digit Registration Number : 5971

Step Four: You will be brought to a page to fill in your personal information. Leave the box that states : Requesting Entity/ Type of Search alone. Fill in the information for the box that states : Contact information

Step Five: Click Register and save proof of your registration.

Fingerprint Locations

1. 5802 US Highway 160
Theodosia, MO 65761
Hours: Monday - Friday 8:00 am - 3:00 pm
2. 209 W Highway St
Doniphan, MO 63935
Hours: Monday & Wednesday - Thursday 8:30 am - 3:30 pm
3. 102 E State Rt
Mountain Grove, MO 65711
Hours: Monday - Friday 8:30 am - 4:30 pm
4. 1 N Old Alton Rd
Winona, MO 65588
Hours: Monday - Thursday 8:00 am - 12:00 pm & 12:30 pm - 4:30 pm
5. 710 E Main St
West Plains, MO 65775
Hours: Monday - Thursday 8:00 am - 4:30 pm
Friday 8:00 am - 12:00 pm
(There will be an IdentoGo sign posted on the building beside the main entrance.)
(417) 256 - 6147

Finger scanning/printing is electronically processed and ink will not be used. You will be photographed during your appointment

The Live Scan Office accepts money orders or cash, or you may pay online when you schedule your appointment.

You will need to provide the following at your appointment:



1. Drivers License
2. IdentoGO # and receipt
3. A copy of Registration form
4. If you paid online, bring copy of the payment receipt.

If paying fee at the Live Scan Office bring money order or cash for payment.

Please have all information ready at your appointment.