

Revised 9-2010

## REGISTRY APPLICATION – HELPERS FOR HIRE

NAME: LAST, FIRST, MNI.		DRIVERS LICENSE # & ST	DATE OF BIRTH	SOCIAL SECURITY #	
ADDRESS; City State & Zip Code			HM PHONE	CELL PHONE	
E-MAIL ADDRESS / WEB SITE					
<b>VEHICLE DESCRIPTION</b>					
COLOR	YEAR	MAKE	MODEL	LICENSE #	LICENSE STATE
<b>REFERENCE(S)</b>					
NAME		TELEPHONE #	RELATIONSHIP		
NAME		TELEPHONE #	RELATIONSHIP		
<b>PROFESSIONAL OR PERSONAL REGISTRY/IDENTIFICATION #</b>					
NAME / TYPE		ID #	EXPIRATION		

**Briefly describe any prior arrests/convictions during the past 5 years: (Convictions or arrests may not, necessarily eliminate you from this registry of Helpers for Hire:**


**DISCLOSURE OF REGISTRY INFORMATION:** The only information that will be disclosed to the general public will be your name, telephone, photo ID and the description of the services you provide.

**PLEASE READ, SIGN AND DATE THE FOLLOWING:**

I, THE UNDERSIGNED, HEREBY CERTIFY THAT THERE IS NO WILLFUL MISREPRESENTATIONS IN, OR FALSIFICATION OF THE STATEMENTS CONTAINED IN THIS APPLICATION. I AM AWARE THAT A BACKGROUND INVESTIGATION MAY BE CONDUCTED INTO MY PAST AND PRESENT ACTIVITIES. I, **HEREBY AUTHORIZE ANY PERSON**, INCLUDING, BUT NOT LIMITED TO, MY FORMER AND PRESENT EMPLOYERS, DOCTORS, FINANCIAL INSTITUTIONS, ANY LAW ENFORCEMENT AGENCY, SCHOOLS AND COLLEGES AND ANY BRANCH OF THE ARMED SERVICES OF THE UNITED STATES OF AMERICA, TO DISCLOSE ANY INFORMATION THEY MAY HAVE, WHETHER OR NOT IT IS CONTAINED IN ANY RECORD, OR OPINIONS, AND BY SIGNING THIS WAIVER, I RELEASE THEM FROM ANY DAMAGES, WHOSOEVER, FOR ISSUING THE INFORMATION TO THE SHERIFF'S OF CAMDEN OR MORGAN COUNTY, MISSOURI, OR THEIR DULY AUTHORIZED DESIGNEE. **I ALSO UNDERSTAND THAT THIS BACKGROUND CHECK MAY INCLUDE BACKGROUND CHECKS OF OPEN AND CLOSED (SUBSTANTIATED OR UN-SUBSTANTIATED) CASES INVESTIGATED BY DIVISION OF FAMILY SERVICES (CHILD PROTECTION AND ADULT/ELDER ABUSE) .**

I FURTHER, AGREE THAT A PHOTO STATIC COPY OF THIS RELEASE WILL BE AND HAVE THE SAME FORCE AND EFFECT AS THE ORIGINAL WHICH WILL BE RETAINED BY THE CAMDEN COUNTY SHERIFF'S OFFICE.

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

**SERVICES YOU WISH TO PROVIDE – MARK ALL THAT APPLY**

<input type="checkbox"/> Adult sitting	<input type="checkbox"/> Financial, organizing, planning, home files, etc.	<input type="checkbox"/> Pets – Care & Sitting
<input type="checkbox"/> Appliances – New & Repair	<input type="checkbox"/> Floor Replacement	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Assemble New Purchases	<input type="checkbox"/> Furniture, Assemble, Repair, Retouching	<input type="checkbox"/> Repair Equipment
<input type="checkbox"/> Auto repair; Service & Detailing	<input type="checkbox"/> Garage Sales, Organizing & Managing	<input type="checkbox"/> Roofing & Repair
<input type="checkbox"/> Boat/Marine; Repair, Service & Detailing, Winterization	<input type="checkbox"/> Grooming, personal	<input type="checkbox"/> Sea Walls & Repair
<input type="checkbox"/> Brush Cutting	<input type="checkbox"/> Handyman	<input type="checkbox"/> Siding, Gutters, Installation & Repair, Clean Out
<input type="checkbox"/> Cabinet Making	<input type="checkbox"/> Hauling / Moving short distances	<input type="checkbox"/> Small Engine Repair, Service and Maintenance
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Heating / Cooling (HVAC) Servicing	<input type="checkbox"/> Snow Removal
<input type="checkbox"/> Cement / Concrete	<input type="checkbox"/> Home Improvement, Repairs, Remodeling, Tile / Carpet, etc.	<input type="checkbox"/> Tree Trimming, removal
<input type="checkbox"/> Computer Help	<input type="checkbox"/> Housekeeping - Laundry	<input type="checkbox"/> Trenching, cables, waterlines, etc.
<input type="checkbox"/> Decks Repairs, Maintenance	<input type="checkbox"/> Lawn Care, mowing, leaf raking	<input type="checkbox"/> Washing; Power - Pressure
<input type="checkbox"/> Docks, Service and Repair, Welding	<input type="checkbox"/> Misc. General Labor & Projects	<input type="checkbox"/> Welding
<input type="checkbox"/> Electrical	<input type="checkbox"/> Painting	<input type="checkbox"/> Window Maintenance and replacement
<input type="checkbox"/> Errands, Shopping, Appointments, Transportation	<input type="checkbox"/> Meal preparation	<input type="checkbox"/> Winterizing, Marine, Auto and Small Engine
<input type="checkbox"/> Fence Building	<input type="checkbox"/> Personal (Respite) care, grooming, letter writing, reading, medical needs	<input type="checkbox"/> Other Please Describe:

**Service Area:**  Camdenton  Climax Springs  Macks Creek  Montreal  Decaturville  
 Linn Creek  Osage Beach  Lake Ozark  Kaiser  Sunrise Beach  
 Gravois Milles  
 Barnett  Entire Lake Area  Other please list

Completion of this application will qualify you to be included on a registry of Helpers for Hire for those persons who are unable to perform various tasks for themselves. The conditions and terms for hiring, and the negotiations for financial arrangements are strictly between those in need of hiring and the helpers listed in the Helpers for Hire Registry. Information provided with this application, will give an added measure of reliability in determining whether to hire you to provide one or more of the services you describe in this application and will provide an invaluable tool for law enforcement's investigation of complaints. For your background check and fingerprinting, please bring this Application to either the Camden or Morgan County Sheriff's Office. A minimal fee is required based on fees set by the Missouri State Criminal Records Division. **Representatives of the Helpers for Hire Program have exclusive right to accept and deny applications and all information may be released for Civil or Criminal Investigation and or Proceedings.**



**MISSOURI STATE HIGHWAY PATROL  
REQUEST FOR CRIMINAL RECORD CHECK**

SHP-158P 09/13

PLEASE PRINT OR TYPE.

**GENERAL INFORMATION**

APPLICANT'S LAST NAME FIRST MIDDLE JR / SR

MAIDEN / ALIAS LAST NAME FIRST MIDDLE JR / SR

SEX  MALE  FEMALE DATE OF BIRTH (MM/DD/YYYY) SOCIAL SECURITY NUMBER RACE  BLACK  WHITE  INDIAN  ASIAN  OTHER

ADDRESS STREET - P.O. BOX CITY STATE ZIP CODE

**TYPE OF RECORD CHECK — PROCESSING FEE — METHOD OF PAYMENT**

(per Sections 43.527 and 43.530, RSMo.)

- |   |  |
|---|--|
| <input type="checkbox"/> <b>\$11.00 NAME SEARCH</b><br>Based on NAME, DATE OF BIRTH, AND SOCIAL SECURITY NUMBER. Response will be returned with all open records and records of conviction. | <input type="checkbox"/> <b>\$20.00 FINGERPRINT SEARCH</b><br>Based on APPLICANT FINGERPRINT CARD. Response will be returned with complete records to the individual or qualifying entity. |
|---|--|

Fee is payable either by check or money order (NO CASH) to "State of Missouri, Criminal Record System Fund."  
***Either the Date of Birth OR Social Security Number MUST be provided for processing.***  
For faster processing criminal record checks are available online at: [www.machs.mo.gov](http://www.machs.mo.gov)

**MSHP / CENTRAL REPOSITORY RESPONSE**



**FORWARD TO — SEND REPLY TO**

Please forward the request and fee to:  
**Missouri State Highway Patrol  
Criminal Justice Information Services Division  
Post Office Box 9500  
Jefferson City, MO 65102**

**SEND REPLY TO** (Print or type your mailing label below.)

**Terri Harman, Administrator  
Helpers for Hire  
13 Chestnut Ave.  
Camdenton, MO. 65020  
573-216-8891  
e-mail – [tdharman58@gmail.com](mailto:tdharman58@gmail.com)**

## Criminal Justice Information Services Division General Information

The Missouri Criminal Records Repository (MCRR), collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by 43.500 and 589.400 RSMo.

Criminal History Record Information is information collected by criminal justice agencies on individuals consisting of arrests, prosecution, a final disposition, correctional supervision, and release. All felony and serious misdemeanor arrests (referred to as reportable arrests) including offender registration information as defined under 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal history records are designated as open or closed.

- Open records
  1. arrest record for 30 days following arrest.
  2. arrest record for which charges have been filed.
  3. court disposition of guilty.
  4. suspended imposition of sentence during probation period.
- Closed records
  1. arrest record after 30 days following arrest.
  2. nolle prossed.
  3. dismissed.
  4. found not guilty.
  5. suspended imposition of sentence after probation completed.
- Closed records are accessible to certain groups designated in section 610.120, RSMo.
  - MCRR will only release closed records to those noncriminal justice entities entitled to closed records, when the criminal record check is based on a fingerprint search which will assure the identity of the subject in question.
  - Any person can receive their own record, open and closed, by submission of fingerprints and required fee.

Any requester may receive open record information.

Closed records are accessible by the following, in accordance with 610.120 RSMo, with the submission of fingerprints and required fee.

### FBI Record requests

- The FBI files are open to criminal justice agencies for the administration of criminal justice.
- The FBI has only open files in that if someone has the authority to receive the records, they receive all that is on file.
- The FBI allows access to their files to noncriminal justice agencies for certain purposes for a fee.
  - The purpose for the record check must be set forth in the federal regulations.
  - The state, from which the noncriminal justice request originates, must have a state statute specifying the entity has state authority to check the FBI files for the purpose specified.
  - Fingerprints must be submitted before the FBI will release their files to a noncriminal justice entity.
  - The result of the federal record search must terminate at a governmental agency and is not to be released to a private entity.
- All requests into the federal file from the state entities must come through and be stamped by MCRR.
- Effective 03-19-2012, Federal record checks for noncriminal justice entities are \$16.50 for licensing and employment checks and \$15.00 for volunteers to those covered care facilities.

**PENALTY** — A person who knowingly violates any provision of section 43.532, 43.540, 610.100, 610.105, 610.106, or 610.120 is guilty of a class A misdemeanor.

DATE:



## HELPERS FOR HIRE LISTING PROFILE

Congratulations! You have been selected to appear on the Helpers for Hire Registry. Since we will be showing your picture and describing the services you provide for hire, both in distributed paper copies and on the Internet, we want to be accurate and know that you are satisfied with your listing on this Registry. What you see below is what will appear in printed booklets of this Registry and on the Helpers for Hire Internet site, [www.helpersforhire.com](http://www.helpersforhire.com). The only way we can know that you are satisfied with what you see below, is for you to sign and date in the spaces provided. Should you want to add, delete or make any changes to your profile, now is the time to let us know. Write in the space below your profile any such changes you desire. From time to time, if any changes are desired, please let us know. Please mail back to us in the enclosed self addressed envelope, this sheet, signed and dated. Postage is provided.

NAME & PHONE #	AREA SERVED	SERVICES FOR HIRE
Your picture and phone # will appear here.	The areas you are willing to serve here	Those services you will provide here.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sincerely,

Terri Harman, Administrator  
Helpers for Hire Program  
13 Chestnut Ave.  
Camdenton, MO. 65020  
573-216-8891

[tdharman58@gmail.com](mailto:tdharman58@gmail.com)

C: Camden and Morgan County Sheriff's Departments