

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 / WEBSITE					
VEHICLE DESCRIPTION					
COLOR	YEAR	MAKE	MODEL	LICENSE #	LICENSE STATE
REFERENCE(S)					
NAME		TELEPHONE #	RELATIONSHIP		
NAME		TELEPHONE #	RELATIONSHIP		
PROFESSIONAL OR PERSONAL REGISTRY/IDENTIFICATION #					
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 OF CAMDEN COUNTY, MISSOURI, OR A 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 Mills
 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 the Camden 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 <input type="checkbox"/> MALE	DATE OF BIRTH (MM/DD/YYYY)	SOCIAL SECURITY NUMBER	RACE <input type="checkbox"/> BLACK <input type="checkbox"/> INDIAN <input type="checkbox"/> OTHER
<input type="checkbox"/> FEMALE			<input type="checkbox"/> WHITE <input type="checkbox"/> ASIAN

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"/> \$11.00 NAME SEARCH
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"/> \$20.00 FINGERPRINT SEARCH
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

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.)

Tonia Bailey, Administrator
Helpers for Hire
1 Court Circle, Ste 13
Camdenton, MO. 65020
573-346-2243 x 238
e-mail - t.bailey@camdenso-mo.us

**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 Sections 43.500 and 589.400, RSMo. CHRI is information collected by criminal justice agencies on individuals and consists of arrests, prosecutions, final dispositions, correctional supervision, and releases. All felony and serious misdemeanor arrests (referred to as reportable arrests), including offender registration information as defined under Section 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal background checks may be requested by means of:

- 1) A **Personal Identifier Search** (name-based) which searches information based on the name, date of birth, and social security number of an individual.
- 2) A **Fingerprint Based Search** which searches the state's criminal history files by conducting a fingerprint comparison of the applicants fingerprints with the criminal (arrest) fingerprints on file with the Central Repository. Fingerprint images are collected and submitted using the standard federal applicant fingerprint card (FD-258).

The Personal Identifier Search requires a payment of **\$13.00** per request. The background check results are considered a **"possible match"** and will include only open records. Any individual, business, or agency may request and receive open record information by means of a personal identifier search. **Open records include:**

- Records containing convictions, such as plead guilty to, or convicted of.
- Arrest information that is less than 30 days old from the date of arrest.
- Charges filed from the prosecutor, awaiting final disposition from the court.
- Records that contain a suspended imposition of sentence (SIS) during the probation period.

A Fingerprint Based Search requires a payment of **\$20.00** per request. The results of a fingerprint-based background check are considered a **"positive match"** and will provide either open records or closed (complete) records as requested by the applicant.

An applicant may choose to conduct a fingerprint based criminal record check containing open records thus limiting the dissemination of criminal history information to **only** open record information. The Criminal Justice Information Services (CJIS) Division will release fingerprint-based criminal history information containing only open record information to any individual, business, or agency when requested by the applicant.

An applicant may choose to conduct a fingerprint-based criminal record check for release of closed records thus allowing dissemination of all criminal history information on file with the Central Repository. Closed records will only be released with a record check submitted by means of a fingerprint comparison and will only be released directly to the applicant or to a qualified entity if authorized in accordance with Section 610.120 and Chapter 43, RSMo. **Closed records include:**

- All criminal history data, including all arrests (filed or not filed charges).
- Charges that have been nolle prossed, dismissed, or found not guilty in a court of law.
- Suspended Imposition of Sentence (SIS) after the probation period is complete.

Notary Letters are provided upon request and require an additional \$2.00 processing fee, per request. A notary letter may be requested with either a personal identifier search or a fingerprint search.

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

FBI Record Requests

The FBI only has open files meaning that if someone has the authority to receive the records; they receive all that is on file.

Individuals that need a Federal or Federal Bureau of Investigation (FBI) background check, for personal reasons or for employment purposes for entities not authorized through Missouri State Statute or the Missouri VECHS program, can submit fingerprints with an \$18.00 fee directly to the FBI. For information on how to obtain a federal background check directly from the FBI, please refer to information regarding the FBI's Identity History Summary Check on the FBI's website at www.fbi.gov.