City of Harrisonville est. 1836

300 E. Pearl Street, P.O. Box 367 • Tel: 816-380-8900 • Fax: 816-380-8906 • Harrisonville, MO 64701

APPLICATION FOR PAWNSHOP/SMALL LOAN ESTABLISHMENT BUSINESS LICENSE

Due: September 1st of each year — License fees are not pro-rated

Expires: August 31st of each year — Amount: $600

Business Name: _____

Business Location: _____

Mailing Address: _____

Business Phone: _____

Nature of Business: ☐ Pawnshop ☐ Small Loan Establishment

Name of Owner: _____

Address of Owner: _____

Name of Manager: _____

State of Missouri Tax ID Number: _____
(BUSINESS MUST REMAIN CURRENT IN STATE SALES TAXES)

EMERGENCY CONTACTS

	Name	Phone Number
1.		
2.		
3.		

IMPORTANT NOTICE: This license is not valid until approved by the City of Harrisonville. No establishment may conduct business in the City of Harrisonville prior to approval of this license application.

CERTIFICATION OF OWNER

I am including the following information with this application:

- ☐ A check for the license fee in the amount of $600.
- ☐ A Missouri State Highway Patrol Request for Criminal Record Check for the business owner and each employee along with a separate check in the amount of $10.00, made payable to "State of Missouri Criminal Record System," for each individual for whom a criminal record check is required; or
- ☐ A copy of a the business owner and each employee's complete criminal history obtained from the Missouri Automated Criminal History Site (MACHS) within the past _____ days.
- ☐ Proof of net assets in the amount of at least $50,000.
- ☐ A bond in the amount of at least $5,000, conditioned for the due observance of the Code of Ordinances of the City of Harrisonville.

I further certify that I have received a copy of the City's ordinance relating to licensing of pawnshops and small loan establishments and I understand and agree to abide by the provisions of this ordinance and all applicable City ordinances.

Date: _____ _____

Signature of Business Owner

License Approved: _____

Date: _____

MISSOURI STATE HIGHWAY PATROL

SHP-158M 01/10

REQUEST FOR CRIMINAL RECORD CHECK

PLEASE PRINT OR TYPE.

GENERAL INFORMATION

NAME	LAST	FIRST	MIDDLE	JR / SR
MAIDEN / ALIAS	LAST	FIRST	MIDDLE	JR / SR

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

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

ENTITY TYPE ☐ STATE ☐ FEDERAL	PURPOSE FOR REQUEST ☐ EMPLOYMENT ☐ VOLUNTEER ☐ LICENSING ☐ OTHER (specify)

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TYPE OF RECORD CHECK - PROCESSING FEE - METHOD OF PAYMENT

(per Sections 43.527 and 43.530, RSMo.)

☐ $10.00 NAME SEARCH

Based on NAME, DATE OF BIRTH, AND SOCIAL SECURITY NUMBER. Response will be returned with all open records and records of conviction.

☐ $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."

MSHP / CENTRAL REPOSITORY RESPONSE

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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.)

Telephone (include area code) _____

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 10-01-2007, Federal record checks for noncriminal justice entities are $19.25 for licensing or employment checks and $15.25 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.

Criminal Record Check

Welcome to the Information Page of the Criminal Justice Information Services (CJIS) Division. The CJIS Division is responsible for compiling, maintaining and disseminating complete and accurate criminal history records, criminal incident and arrest reports, and statistics. Criminal history record information is collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, information or other formal criminal charges, and any disposition arising there from sentencing, correctional supervision, and release.

Criminal history record information is not only used by law enforcement agencies, but is also available for non-criminal justice requests. Background check requests are available in two forms: 1) A personal identifier or name-based search which searches information based on the name, date of birth, and social security number of an individual; and 2) Fingerprint search.

State and FBI Background Checks & Associated Fees

Processing time for personal identifier search requests and fingerprint-based search requests received by mail is approximately 4-6 weeks. For electronic fingerprint submission, please refer to the MACHS section below.

The Personal Identifier Search or also known as name-based search requires a payment of **$10.00** per request. The background check results are considered a ***"possible match"*** and will include only open records. Open record information includes (1) records containing convictions, such as plead guilty to, or convicted of, (2) arrest information that is less than 30 days old from the date of arrest, (3) prosecutor filed charges awaiting final disposition from the court, and (4) records that contain a suspended imposition of sentence (SIS) during the probation period. A request for personal identifier search may be completed online through the **Missouri Automated Criminal History Site (MACHS) (http://www.machs.mshp.dps.mo.gov)** or by mail. Requests made by mail require the completion of a "Request for Criminal Record Check Form, SHP-158K. This form may be obtained from the Missouri State Highway Patrol, CJIS Division, or via the Internet at: **Criminal Record Check Form (SHP-158) (/MSHPWeb/Publications/Forms/documents/SHP-158.pdf)**

A Fingerprint Based Search requires a completed applicant fingerprint card (FD-258). The state fingerprint fee is $20.00 per request, with the exception of conceal-carry weapons permits pursuant to Section 571.101 RSMo, and the Department of Social Services for foster care placement, pursuant to Section 210.487 RSMo, which are $14.00 per request. The results of a fingerprint-based background check are considered a ***"positive match"*** and will provide closed or complete records for the requesting individual or qualified requesting entity. Closed record information includes (1) all criminal history data, including all arrests (filed or not filed charges), (2) charges that have been nolle prossed, dismissed, or found not guilty in a court of law, and (3) will include any SIS after the probation period is complete.

The associated fee is due upon submission of the request and must be made payable by check or money order to the "State of Missouri - Criminal Record System Fund." **CASH IS NOT ACCEPTED. Major credit/debit cards are accepted**. State agencies may qualify to be invoiced through SAM II. Requests from outside the United States must be paid in US dollars, and by money order only. Return postage for requests requiring other than standard return mail (Federal Express, UPS, overnight, etc.) must be paid by the requesting party.

Notarized Response - Upon request the CJIS Division can notarize the results of the personal identifier search or fingerprint based search. There is an additional $2.00 fee for this service.

The Missouri Automated Criminal History Site (MACHS)

The Missouri Automated Criminal History Site (MACHS) is Missouri's one-stop website for all criminal background check needs. This site is administered by the Missouri State Highway Patrol's Criminal Justice Information Services Division, the central repository for all Missouri criminal history files. MACHS is divided into two portals: 1) the MACHS Name Search Portal and 2: the MACHS Fingerprint Search Portal. **Click HERE to access MACHS Main Page(http://www.machs.mo.gov)** .

MACHS Name Search Portal allows any member of the public to request and receive personal identifier (name-based) criminal records checks online. The fee for each personal identifier search through MACHS is $10.00, plus a small convenience fee. The MACHS Name Search Portal accepts all major credit cards. **Click HERE to access the MACHS Name Search Portal(https://www.machs.mshp.dps.mo.gov/MocchWebInterface/home.html)** .

MACHS Fingerprint Search Portal allows any member of the public to schedule an appointment to be fingerprinted through Cogent, the state fingerprint services vendor, for a fingerprint-based criminal background check. Cogent will utilize electronic image capturing (also known as livescan) to capture an applicant's fingerprints electronically and transmit them to the MSHP for processing. Cogent does not receive or have access to criminal history records.

The processing time for a fingerprint-based background search is generally seven to ten business days and the results of the background check will be mailed to the qualified entity or applicant. Cogent's service fee is $8.30 per applicant. Therefore, a state background check using Cogent will cost $28.30 per applicant ($20.00 + $8.30) and a state and federal background check (for authorized entities) will cost $44.80 per applicant ($20.00 + $16.50 + $8.30). To schedule an appointment with Cogent or to view fingerprint locations, you may access the MACHS Fingerprint Search Portal below or call Cogent toll free at 1-877-862-2425. **Click HERE to access the MACHS Fingerprint Search Portal(http://www.machs.mo.gov/)** .

Name Based Processing Fees

Description	Fee Structure
Name Based Only	**$10.00** **$2.00**