

Missouri Family Care Safety Registry

Online Registration

Applicant

The organization that you are conducting your background check for (i.e. University, Employer, etc.) requires that you complete a search called the Missouri Family Care Safety Registry (FCSR). In order for CastleBranch to conduct this search, you have to first be registered with the Missouri FCSR.

If you have not previously completed this registration, please follow the instructions below to register. It can take several days for the MO FCSR to complete your registration and CastleBranch cannot conduct the search until your registration is live in the MO FCSR system.

(Registration fees charged by the MO FCSR must be paid directly to them and are separate from your order with CastleBranch.) Should you have any questions about why this search is being conducted, please reach out to the administrator at the requesting organization.

Complete Online Registration

- Go to the website: <http://health.mo.gov/safety/fcsr>
- Download the step by step instructions found under the link **Online Registration Instructions**
- Select **Register Online** to begin your online registration and use the registration instructions you downloaded to walk you through the process.
 - » When you get to the Employer Information tab, you **DO NOT** have to select an employer. Instead, please select **Student** or **Volunteer** (*whichever most closely matches your reason for request*) next to the option for ***Select if No Employer** and then select **Continue**.
 - » On the **Register** tab, you should select **Voluntary** as the **Registration Type**.
- Follow the remaining instructions in the file you downloaded to complete your online registration.

*Note that if you previously registered with the MO FCSR under a different name, (i.e. maiden name, etc) you should contact them to update your information. CastleBranch will be using the information you provide during order submission (including SSN, First Name, Last Name and Date of Birth) to conduct the search and if your registration information does not match, we will be unable to continue with the search until the information is corrected.

Questions about the MO FCSR registration process or to update your information, please contact the Missouri Family Care Safety Registry at 866.422.6872.