



- Click on FCSR link
(<https://webapp02.dhss.mo.gov/BSEES/Main.aspx?sk=SK1193692924>)
- Select Registration – from the drop down options select “Register Online”
- Select the “Is a Person Registered” tab
- Enter your Social Security Number (twice), complete the “Security Test”, and then press “Search”.
- The FCSR system will say your social security number was not found or the system will say your social security number was found in the database. If it is found in the system you do not need to continue. If you are not in the system press “Continue to proceed”.
- Type “DESE” in the Employer Name and click the full employer name of “DESE – Missouri Schools for the Severely Disabled” then press “Search”.
- Under “Employer Results” check the box next to DESE – Missouri Schools for the Severely Disabled and press “Continue”.
- All staff are to select **Child Care**
- Enter your Personal Information (*Required Information) then press “Continue”
- Verify Standard Address (This Address is as it appears with the United States Postal Services) – Check box next to address and press “Save”.
- Verify your information is correct and press “Continue”. If not correct, press “Edit to modify information”.
- Read the Registration Agreement and press “Agree”.
- You will receive an encrypted email in roughly 24-72 hours. This is your personal copy of the background check. Please retain for your records.

*There is not a fee associated with this registration. If you are prompted to enter financial information close out of the web page and try again.

How to Become an FCSR Internet User

Family Care Safety Registry (FCSR)

Individual employees (not volunteer staff or subcontractors) of a care provider either licensed or contracted through a Missouri state agency may request access to background screening information **online** through the FCSR Background Screening and Employment Eligibility System (BSEES). Screening information must be used for employment purposes as defined in [Section 210.921.1, RSMo](#).

To request access your provider organization must complete and return:

- A [Memorandum of Agreement](#) (MOA) to be completed and signed by an authorized representative of the facility/agency.
 - If your provider organization has previously submitted a MOA but either the name of the organization or the address has changed, a new MOA must be submitted. When a MOA is in place, the FCSR must be notified of organization name or address changes.
- An [Online Background Screening Access/Security Request](#) form completed and signed by *each* employee of the organization who will be responsible for making background screening requests and receiving electronic result letters through BSEES.

Please return the completed and signed documents by one of the following methods:

- Mail to: Missouri Department of Health and Senior Services, Family Care Safety Registry, PO Box 570, Jefferson City, MO 65102
- Fax to: (573) 522-6981
- Email as scanned attachment(s) to: fcsr@health.mo.gov

Each employee will be notified when their access is granted. At that time a personal user ID and BSEES login instructions will be provided. While waiting to receive access, employees can begin reviewing the BSEES User Guide at <http://www.health.mo.gov/safety/fcsr/pdf/userguide.pdf>.

If you have any questions, please call the FCSR toll-free at (866) 422-6872.