

LINDENWOOD

LINDENWOOD UNIVERSITY ST. CHARLES, MISSOURI

INSTRUCTIONS FOR SCHEDULING A FINGERPRINT APPOINTMENT ONLINE

1. Enter web page www.Llid.com
2. Select Enrollment Services
3. Click on Fingerprint or Background Checks for a Job
4. Select Schedule a U.S. Appointment
5. Select State of Missouri
6. Click on Online Scheduling
7. Begin Registration
8. Enter First and Last Name
9. Enter Agency Number/ORI: **movechs0z**
10. Fingerprint Reason NCPA/VCA
11. Enter OCA# : **v09200005**
12. Enter Zip Code: 63301
13. Select a Location
14. Schedule a Date and Time
15. Enter Personal Information
16. Select Mode of Payment
17. Print and complete the *Missouri State Highway Patrol Applicant Fingerprint Services of Missouri* (the link to this form can be found on the main Student Teaching Application Process website). **Bring this form with you to your appointment.**
18. Print and Complete the *MoVECHS Waiver Agreement and Statement* (the link to this form can be found on the main Student Teaching Application Process website). **Scan** the Completed Form Into Your Foliotek Student Teaching Application After Completion of Your Fingerprinting Appointment.

You may also choose to schedule your appointment by the toll free telephone number: 1-866-522-7067.