

**SUBSTITUTE CERTIFICATION
APPLICATION PROCESS IS ON-LINE.**

1. Applicant applies for substitute certificate on-line at <http://dese.mo.gov>.
2. You need to be fingerprinted through 3M/COGENT. You must first register with the **Missouri Automated Criminal History Site**. MACHS is located at www.machs.mo.gov. If you do not have access to the internet you may contact 3M/COGENT directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct the registration on your behalf.
3. MAIL original transcripts to DESE (write educator ID or SS# and SUB CERT) The address is DESE, ATTN: Certification, P.O. Box 480, Jefferson City, MO 65102.
4. Certificate will be issued not mailed. Applicants may print a copy. You will be given an Educator ID number. Schools will be able to view the DESE website to see when the process has been completed.