



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Pursuant to section 43-11-13, the Mississippi Code of 1972, Mississippi State Department of Health, Division of Licensure and Certification, shall require to be performed a criminal history fingerprint check on:

- X **Every new employee of a licensed entity who provides direct patient care or services and who is employed on or after July 01, 2003, and**
- X **Every employee of a licensed entity employed before July 01, 2003, who has a documented disciplinary action by his or her present employer.**

Please follow the below steps to request a Mississippi background check for employment in a licensed health care facility:

- 1) The cost to process a background check is \$50.00 per applicant (extra cards and reprints on the same applicant do not require additional payment). All payment for background checks must be made online via the [MSDH Criminal History Fingerprint Payment portal](#).
- 2) If available in the surrounding area, schedule a LiveScan appointment for fingerprinting ([LiveScan Locations](#)) and complete the applicant [LiveScan Information Form](#) to carry to the scheduled appointment. If a LiveScan location is unavailable, complete ALL areas on a fingerprint card and mail to the below address-*the fingerprint card must come from the licensed facility, not the applicant.* (**Note:** If a card is not complete, it will be returned and will result in delayed background check processing.)
- 3) Ensure the [Noncriminal Justice Applicant's Privacy Rights form](#) is signed and dated and placed in the facility's personnel file-DO NOT SEND TO MSDH.
- 4) If mailing fingerprint card, address to:

Mississippi State Department of Health
Criminal History Fingerprint Unit
143B LeFleur's Square
Jackson, MS. 39211

If mailing a card via USPS, please obtain a tracking number to monitor location of card. For questions regarding the above process, contact Julie Henderson (601.364.5059), Nicole Banes (601.364.1101), or email CHRCUnit@msdh.ms.gov.