



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 applications and payments for background checks must be submitted online at [www.safer.msdh.ms.gov](http://www.safer.msdh.ms.gov)
- 2) If available in the surrounding area, schedule a LiveScan appointment for fingerprinting using this link [Select Appointment Location - TeleGovProd](#). 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.)

If mailing fingerprint card, address to:  
Mississippi State Department of Health  
Criminal History Fingerprint Unit  
143B LeFleur's Square  
Jackson, MS. 39211

- 3) If mailing a card via USPS, please obtain a tracking number to monitor location.

Please email [CHRCUnit@msdh.ms.gov](mailto:CHRCUnit@msdh.ms.gov) with any questions.