As a result of the adoption of the Child Care and Development Block Grant Act of 2014, residents of Mississippi seeking a background check will have the following checks completed:

1) A Mississippi state criminal history record check.
2) A Mississippi sex offender registry or repository check.
3) A Mississippi child abuse and neglect registry and database check (see below link).
4) A National FBI criminal history check.
5) A National sex offender registry check.

Please follow the below steps to request a Mississippi background check for employment in a licensed child care facility (if you have lived in another state within the last 5 years, also see the link for completing an out of state background check):

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) Click Here to complete the Mississippi Child Abuse and Neglect Registry form.

5) 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.