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:

Χ 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

Χ 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.