

## **Background Check Instructions**

To initiate your background check, please follow the steps outlined below using the SAFER system, which is administered by the Mississippi Department of Health's Criminal History Record Check (CHRC) Unit.

### **1. Complete the SAFER Application**

Access the application at: <https://www.safer.msdh.ms.gov/Applicant-msdh>

- Upload the required documents:
  - Fingerprint Authorization Form
  - Privacy Rights Statement
- Submit the application fee of \$50.00 (please note that on the credit card checkout page, the "Customer Info" address should match the billing address associated with the credit card)
- Enter the facility name as **Professional Licensure Background Check** and use the facility code **HC1310447**.
- **Once submitted, be sure to record your determination number.** This number is required to schedule your fingerprinting appointment.

### **2. Schedule Fingerprinting**

After your application has been reviewed and approved (typically within a few days), you may schedule your fingerprinting appointment by selecting a location from the list of county health departments.

- Appointment scheduling link:  
[https://telegov.egov.com/msdh\\_apptscheduler/AppointmentWizard/145](https://telegov.egov.com/msdh_apptscheduler/AppointmentWizard/145)
- A \$25 fee is payable to the local health department at the time of fingerprinting.

**\*\*IF you do not reside in Mississippi, you must first complete the SAFER application. Once payment is complete, visit a local sheriff's office, police station, or other entity to request fingerprinting on a fingerprint card. Mail the completed fingerprint card to the mailing address below (if fingerprint card is needed, please contact Brittany Orr at 601-364-5062 or email [CHRCUnit@msdh.ms.gov](mailto:CHRCUnit@msdh.ms.gov) )**

Mail Completed Fingerprint Card to:  
Mississippi State Department of Health  
Criminal History Record Check Unit  
Attn: Brittany Orr  
143B LeFleur's Square Jackson, MS. 39211

### **3. Questions or Assistance**

If you require any assistance, please contact the CHRC Unit at:

- Phone: (601) 364-1102
- Email: [CHRCUnit@msdh.ms.gov](mailto:CHRCUnit@msdh.ms.gov)