



MISSISSIPPI STATE DEPARTMENT OF HEALTH

As a result of the adoption of the Child Care and Development Block Grant Act of 2014, child care staff residing in Mississippi seeking a child care background check must have the following checks completed:

- 1) **A Mississippi criminal history record check.**
- 2) **A Mississippi sex offender registry or repository check.**
- 3) **A Mississippi Child Abuse and Neglect Registry check (see below link).**
- 4) **A National Federal Bureau of Investigation (FBI) criminal history check.**
- 5) **A National Crime Information Center (NCIC) sex offender registry check (NSOR).**
- 6) **An interstate Child Abuse and Neglect Registry check (if applicable)**
- 7) **An interstate criminal history check (if applicable)**
- 8) **An Interstate sex offender registry check (if applicable)**

Please follow the below steps to request a Mississippi background check for employment in a Mississippi licensed, regulated, or registered child 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 for background checks must be paid for and completed online at: www.safer.msdh.ms.gov .
- 2) The provider will create a new application on www.safer.msdh.ms.gov and the individual will submit a fingerprint card to the MSDH Criminal History Fingerprint unit either by mail OR if available in the surrounding area, schedule a LiveScan fingerprint at a local Health Department livescan site. If a LiveScan location is unavailable, complete ALL areas on a fingerprint card and mail to the below address. (**Note:** If a card is not complete, it will be returned and will result in delayed background check processing).

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

- 3) Complete the Mississippi Child Abuse and Neglect Registry DocuSign form. [Click Here](#)
 - a. Click [this link](#) for instructions on how to complete the Child Abuse Form.
- 4) Once fingerprints are received, they are processed thru MCIC and FBI, results are received back thru www.safer.msdh.ms.gov website. Both provider and applicants are notified via email.

