



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**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](mailto:CHRCUnit@msdh.ms.gov).