



MISSISSIPPI STATE DEPARTMENT OF HEALTH

**OUT OF STATE RECIPROCITY VERIFICATION**

Applicants are to complete Section 1 of this form and email/mail to each state where he/she currently holds or has held a License/Certification.

APPLICANTS: DO NOT MAIL THIS FORM TO THE STATE OF MISSISSIPPI.

**Section I: To be Completed by Applicant**

Form fields for Section I: Last Name, First Name, Middle I, Soc Sec Number, Street/P.O. Box, City, State, Zip Code, Area Code and Phone, Lic/Cert Level, Lic/Cert Number, Expiration Date.

**Section II: To be Completed by State Agency**

The above applicant has applied for reciprocity in Mississippi. Please email, mail or fax this completed form to the Mississippi State Department of Health, Bureau of Emergency Medical Services.

- 1. Current License/Certification level of applicant: Exp. Date:
2. Has applicant's License/Certification ever been suspended/revoked?
3. Has this applicant ever been convicted of a felony?
4. Was applicant issued License/Certification based on reciprocity in your state?
5. Do you know of any reason why this applicant should not be granted reciprocity?

Form fields for Section II: Representative Printed Name, Title, Agency, Representative Signature, Date, State, Phone.

## **OUT OF STATE RECIPROCITY VERIFICATION**

### **Instructions**

#### **Section I: To be Completed by Applicant**

1. Applicants are required to complete 'Last Name', 'First Name', and 'Middle Initial' as it appears on both his/her National Registry License and State Driver's License.
2. Applicants are required to complete the box 'Social Security Number'. This is required for federal reporting purposes. This number will not appear on any license.
3. Applicants are required to complete 'Street/P.O. Box', 'City', 'State', and 'Zip Code' with the address he/she receives official mail regarding licenses.
4. Applicants are required to complete 'Area Code and Phone' with the best, most reliable number to reach him/her should the office have questions regarding the individual's application or license.

#### **Section II: To be Completed by Reciprocity State Agency**

1. State Agency should provide the current licensed level of the applicant requesting reciprocity and the corresponding expiration date.
2. State Agency should provide, by selecting the appropriate box, if the applicant's license has ever been suspended or revoked.
3. State Agency should provide, by selecting the appropriate box, if the applicant has ever been convicted of a felony and provide any details as appropriate.
4. State Agency should provide, by selecting the appropriate box, if the applicant was granted licensure by reciprocity in lieu of the state's formal certification process. If so, please provide Reciprocity State and Date License was granted.
5. State Agency should provide any other information pertinent to the licensure of the applying individual not covered in the previous questions.
6. State Agency should complete the following:
  - a. 'Representative Printed Name' of person completing the request.
  - b. 'Representative Title' of person completing the request.
  - c. Name of 'Agency' completing the request.
  - d. 'Representative Signature' of person completing the request.
  - e. 'Date' of Representative Signature.
  - f. Agency's 'State'.
  - g. Agency's 'Phone' number to include area code.

#### **The complete form should be mailed to:**

Bureau of EMS  
MS State Dept. of Health  
ATTN: Certification  
P.O. Box 1700  
Jackson, MS 39215

#### **Or emailed to:**

bethany.mckissack@msdh.ms.gov  
elaine.coleman@msdh.ms.gov  
edwin.mitchell@msdh.ms.gov

**Questions? Contact 601-933-7642.**