



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Application for Child Abuse/Neglect Central Registry

[Start online form now →](#)

Employer Instructions

1. Follow the link above to start the application form or copy and paste this link into your browser: <https://na2.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=2dda58e7-e1b5-4bf1-b171-80ea1dc7cf0b&env=na2&acct=11247f13-741f-4c20-87dd-02923fdb6113&v=2>
2. Enter the requestor's name and email address
3. Enter the applicant's name and email address
4. Select box for "I agree" to use electronic records and signatures
5. Choose *Continue and Begin Signing*
6. Complete the required fields for the person requesting the check
7. Enter the person's current or intended job/role
8. Select one type of Childcare Facility
9. Upload/Attach either a Childcare Facility Certificate/License/Facility Badge or a Driver License/State Issued ID for unlicensed in-home providers
10. Choose finish/complete

Email will be sent to the applicants' email address. The applicant will then complete their portion of the form.

Please contact the applicant to ensure that they complete their portion of the form within 24 hours. The application will expire if it's left incomplete for more than 24 hours.

Applicant Instructions

11. Follow emailed instructions to fill in personal information for the required form fields
12. When complete, choose *complete/finish*

Once the applicant completes the form it will be sent to Central Registry for processing. When processing is complete, email will be sent to the person who requested the CAR information, the applicant and CAR@msdh.ms.gov with the results enclosed.

The original requestor must be open their email notification within 48 hours or the information will expire.