# 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
   - 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 601-364-1102 or email CHRCUnit@msdh.ms.gov )

   Mail Completed Fingerprint Card to:
   Mississippi State Department of Health
   Criminal History Record Check Unit
   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