

Mississippi checklist:

- Applicant completes disclosure form: [https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20\(rev.%2010-2022\)template.pdf](https://www.tn.gov/content/dam/tn/human-services/documents/New%20TN%20Disclosure%20Form%20(rev.%2010-2022)template.pdf)
- In addition to electronic Identogo fingerprints, the applicant must also get their fingerprints completed in ink, on a hardcopy fingerprint card through their local Police Station, Sheriff's Office, or vendor of their choice.
- Make a copy of the applicant's hardcopy ink fingerprint card
- Once these steps are completed: mail original hardcopy fingerprint card (**cannot be bent**) to:

**Mississippi Department of Health
Criminal History Record Check Unit
Attn: Julie Henderson
143B LeFleurs Square
Jackson, MS. 39211**

- Also, please email or fax a copy of the applicant's ink fingerprint card, a clear copy of the applicant's driver's license, Mississippi checklist and completed disclosure form to:

Email: cbackground.dhs@tn.gov

Fax: 615-532-9956

- When the disclosure form, driver's license, and copy of the ink fingerprint card are received in the Nashville DHS office, an online Mississippi DocuSign form will be emailed to the applicant's email address listed on their disclosure form. Please have the applicant watch for this Mississippi DocuSign form in their inbox and junk/spam folders.
- Applicant completes and submits the online Mississippi Child Abuse Registry Check DocuSign Form.

***Mailing the hardcopy ink fingerprint card (cannot be bent) via USPS Priority Mail, FedEx, or UPS with a tracking number is recommended.**

TN DHS does not cover the payment for the hardcopy ink fingerprint to be completed or the mail delivery services

***Disclaimer: Please do not send forms for applicants until at least one day after their fingerprints have been completed. Please also send all forms for each applicant together, including the checklist.**