* Applicant completes disclosure form: <https://www.tn.gov/content/dam/tn/human-services/documents/hs-2779.docx>
* 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 ink 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, Mississippi checklist and completed disclosure form to:

Email: [ccbackground.dhs@tn.gov](mailto:ccbackground.dhs@tn.gov)

Fax: 615-532-9956

* When the disclosure form 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.**