

# Student Background Check Information

## Part One:

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Suffix (Jr, Sr, etc.): \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt/Lot # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_

Race: \_\_\_\_\_ Gender: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

U.S. Citizen: Yes No (If no, Country of citizenship) \_\_\_\_\_

Place of Birth (State or Country): \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## Part Two:

Circle the Campus closest to you to complete your Payment and Fingerprinting (circle one below):

Perkinston

George County

Harrison County

Jackson County

Program you are entering: \_\_\_\_\_ M # \_\_\_\_\_

**I am confirming that all information provided is true and accurate to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***NOTE: If you receive your background check with a disqualifying event from the Mississippi State Department of Health in the mail, please contact Bryant Hall at the Tradition Center as soon as possible at 228-267-8637. Please submit a copy of the notification you received, along with the official court disposition or relevant documentation pertaining to the matter to MSDH. Your background check will be reviewed by the Mississippi State Department of Health.***



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# CRIMINAL BACKGROUND CHECK WITH FINGERPRINTING

## 1. Complete Fingerprint Information Form

Print and fully complete with the Student Background Check Information Form and bring it with you to your scheduled appointment time at Bryant Hall at the Tradition Center. **This is your first step in the process.**

## 2. Schedule Appointment (**No Walk-Ins Allowed. Arrive 10 Mins. Prior to Appointment**)

All appointments are scheduled through the booking link below.

## 3. Payment

After you have completed your scheduled appointment at Bryant Hall, the payment of \$65 for the CBC must be made at one of the four MGCCC Business Offices before fingerprinting can occur. Be sure to check the Business Office's operating hours ahead of time.

## 4. Authorization Code & Payment Receipt

Bring the authorization code and the CBC Payment Receipt from Bryant Hall along with a government-issued I.D. to the Campus Police. Fingerprinting will not be performed without these documents. No appointment is needed to submit fingerprints.

## 5. CBC Results

Once your "clear" CBC results are available, you will receive an email notification to your student email. Only the applicant can pick up their "clear" results at Bryant Hall with a valid government-issued picture I.D. during college business hours. "Unclear" results will be mailed to the address provided on the Student Background Check form from the MS. State Department of Health Office. Please contact Bryant Hall at the Tradition Center as soon as possible at 228-267-8637.

## 6. To begin the background check process, schedule an appointment by clicking [HERE](#).

### **School of Nursing and Health Professions contact information:**

Health Professions Chairperson: District Office - 228-497-7769

Nursing Year I Chairperson: Tradition Center - 228-267-8642

Nursing Year II Chairperson: Tradition Center - 228-267-8688

Continuing Education Coordinator: District Office - 228-267-8676

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**MISSISSIPPI GULF COAST COMMUNITY COLLEGE**  
**School of Nursing and Health Professions**  
**Criminal Background Check Procedure**

Healthcare programs, credit and non-credit, under the School of Nursing and Health Professions (SON&HPs) are required to meet clinical facility and state requirements for the criminal background check (CBC) and fingerprinting which includes having a "clear/OK" or "acceptable/approved" result.

**Effective July 1, 2026, MSDH and MGCCC will implement the following changes:**

- As the statutory reviewing authority for fingerprint-based healthcare background checks, MSDH will review criminal history information and make eligibility determinations in accordance with Miss. Code§ 43-11-13.
- To allow sufficient time for processing and review, applicants are strongly encouraged to complete the Criminal Background Check (CBC) at least 90 days prior to the application deadline. Processing times may vary depending on the nature of any disqualifying event, the completeness of the applicant's ineligibility supporting documentation, and MSDH's final eligibility determination.
- Applicants who have not received clearance from MSDH by the first day of class will not be permitted to enroll and/or will be administratively removed from the program. It is the applicant's responsibility to ensure all CBC requirements are completed in a timely manner.

Under the revised process, MSDH will review criminal history information obtained through fingerprint-based background checks and apply the disqualifying criteria established by Miss. Code§ 43-11-13. Following that review, one of two outcomes will occur:

**1. No Disqualifying Event Identified**

If the background check reveals no disqualifying event under applicable law, MSDH will issue a final eligibility determination confirming that the applicant has satisfied the background check requirement and is eligible for employment from a background check perspective. The applicant and healthcare facility will receive notification of the eligibility determination through the state maintained background check system.

A "clear/OK" criminal background result will be printed and notarized by the college. Applicants will be notified through their student email once it is ready for pick-up. To collect the results, applicants must return to Bryant Hall at the Tradition Center and present a valid physical government-issued Driver's License/ID. Pictures of Driver's License /ID on phones or paper copies of Driver's License/ID are NOT accepted.

*NOTE: Only the applicant is authorized to pick up criminal background result. The results cannot be mailed, faxed, or emailed to the applicant. Applicants are required to pick up their results within 15 business days of notification. Pick up is available only during regular college business hours of Monday-Friday 8:00a.m. - 5:00p.m.*

## 2. Preliminary Ineligibility Determination and 15-Day Supplementation Period

If the background check identifies information that may constitute a disqualifying event under applicable law, the MSDH Criminal History Fingerprint Unit will issue a Preliminary Ineligibility Determination and notify the applicant that additional documentation is required regarding the potentially disqualifying event(s) identified during the review process.

The Preliminary Ineligibility Determination is not a final determination. Rather, it provides the applicant an opportunity to submit additional documentation before MSDH issues a final eligibility determination.

The applicant will receive the FBI Privacy Act Statement, which contains information regarding the process for challenging or correcting criminal history information through the Mississippi Department of Public Safety (DPS) and/or the Federal Bureau of Investigation (FBI).

The applicant will have fifteen (15) days from the date of the notice to provide MSDH with documentation relevant to the eligibility determination.

If the applicant provides appropriate legal documentation demonstrating that the potentially disqualifying event was dismissed, reversed on appeal, expunged, pardoned, or otherwise does not constitute a disqualifying event under applicable law, the Criminal History Fingerprint Unit will issue a final eligibility determination. The applicant and healthcare facility will receive notification of the final eligibility determination through the state-maintained background check system.

Challenges to the accuracy or completeness of criminal history information must be pursued through the DPS/FBI process described in the Privacy Act Statement. MSDH's review is limited to determining whether the information available establishes a disqualifying event under Miss. Code§ 43-11-13.

If the applicant fails to provide documentation sufficient to resolve the issue within the fifteen (15) day supplementation period, MSDH will make a final determination based on the information available. If the information establishes a disqualifying event under applicable law, the Criminal History Fingerprint Unit will issue a final ineligibility determination. The applicant and healthcare facility will receive notification of the final ineligibility determination through the state-maintained background check system.

### **Additional Information:**

Information will be kept confidential and only shared with the Program Administrators and clinical affiliates as needed.

- CBC result is valid for two years (from date listed on CBC). In order to remain in the program, students enrolled in MGCCC nursing or health profession program, are required to complete the entire process including payment.
- Criminal Background Checks are required for admission into any nursing or health profession program at MGCCC and must be obtained through MGCCC.
- If your background results are lost, misplaced, or destroyed you will need to complete the process over, including payment.
- It is the student's responsibility to pick up their results from Bryant Hall within 15 business days of notification or they will be discarded.
- It is the student's responsibility to turn in their results to the program being applied for.
- Please make copies of all your documents and keep your original documents.