

Criminal Background Check with Fingerprinting

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: _____ Student Email: _____

Part Two:

Check 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, contact the college 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.



CRIMINAL BACKGROUND CHECK WITH FINGERPRINTING

1. Criminal Background Check with Fingerprint Form & Schedule Appointment at Tradition Center
Print and fully complete with the Criminal Background Check with Fingerprint Form and bring it with you to your scheduled appointment at Bryant Hall at the Tradition Center.

2. Payment at Campus Business Office

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. No appointment is required to make your payment.

3. Bring Authorization Code & Payment Receipt to Campus Police

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

4. CBC Results

Once your "clear" CBC results are available, you will receive an email notification to your student email. The applicant will have 15 business days after notification to pick up their results or they may be discarded. Only the applicant can pick up their "clear" results at Bryant Hall with a valid government-issued picture I.D.(must be physical I.D. no copies) during regular college business hours.

"Unclear" results will be mailed to the address provided on the Criminal Background Check with Fingerprint 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 and review the policy for further information.

Schedule Appointment (No Walk-Ins Allowed. Arrive 5 Mins. Prior to Appointment)

To begin the background check process:

SCHEDULE YOUR APPOINTMENT 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

CONNECT WITH US



Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, pregnancy, age, or qualified disability in its programs and activities. For further information, contact the Compliance Officer P.O. Box 609, Perkinston, Mississippi, 39573, telephone number 601-528-8735, email address compliance@mgccc.edu.

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.