

**Mississippi State Board of Examiners for
Licensed Professional Counselors
239 North Lamar Street
Suite 402
Jackson, MS 39201**

MEMORANDUM

To: All Applicants

From: LeeAnn Mordecai, Executive Director

RE: Fingerprint Card

Per sections 73-30-9(1)(j) and 73-30-9(2)(i) of the Mississippi Code of 1972, as amended, applicants for licensure and renewal are required to submit fingerprints to the Mississippi Criminal Investigation Center (MCIC). **Enclosed is a fingerprint card upon which your fingerprints should be scanned/rolled by your local law enforcement agency and mailed to Mississippi State Board of Examiners for Licensed Professional Counselors; ATTN: Background Check; 239 North Lamar Street; Suite 402; Jackson, MS 39201 for processing.** To prevent delays or rejections, ensure all information is typed or legibly printed using blue or black ink. Complete all required fields. (If a required field is left blank, the fingerprint card will be immediately rejected without further processing.) The required fields are: ORI, NAM, Signature of Person Fingerprinted, SS#, DOB, Place of Birth (State code only), Sex, Race, Height, Weight, Eye Color, Hair Color, Date Fingerprinted, Reason Fingerprinted, and proper completion of fingerprint impression boxes.

To expedite the time in which we receive your criminal history information back from the proper authorities, we suggest that you take the fingerprint card to a law enforcement agency which utilizes live scan capture technology instead of inked fingerprints. This lessens the chance of poor quality fingerprints, which will be rejected by state and federal fingerprint scanners. If the prints are rejected, you will have to submit another set of prints, which lengthens the time in which your license will be issued or renewed. Again, please ensure that the law enforcement agency only captures your fingerprints onto our card and does not transmit the prints to MCIC themselves.

Applicant Notification and Record Challenge

Officials at the governmental institutions and other entities authorized to submit fingerprints and receive FBI identification records under this authority must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. These officials also must advise the applicants that procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., §16.34. Officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so. (*Title 42, U.S.C., §14616, Article IV(c); Title 28, C.F.R., §50.12(b)*)

Contact the Board office at 601-359-1010 if you have any questions concerning this memorandum.