School of Graduate Studies in the Health Sciences
Remote Fingerprinting Instructions

Summary: This document outlines the accommodation process for those fingerprinting who live a long distance from a UMMC campus and who will not be on-site until very near their start date. The standard on-site fingerprinting process should be utilized whenever possible. Remote fingerprinting requires three to four weeks in the event fingerprints need to be repeated due to unacceptable image quality or to permit the contracted business/organization to select and submit an alternate if a disqualifying criminal charge is disclosed.

Rationale: Miss. Code Ann. § 37-115-41 provides that all incoming contractors or other non-employee types, are fingerprinted and pass a criminal history screening using fingerprints, submitted by the Mississippi Department of Public Safety to the FBI. The standard route requires that contractors and other non-employees (applicants, students, contractors, consultants, outside agency personnel, visiting faculty, researchers or others providing direct services to UMMC) be fingerprinted electronically at a UMMC campus offering the service. The usual process requires that the non-employee present at Jackson, MS or Grenada, MS. Fingerprints are electronically captured and submitted to the Mississippi Department of Public Safety and the FBI for evaluation. Alternatively, if the contractor has been fingerprinted at a Mississippi licensed healthcare entity and they possess a valid “Clearance Letter” issued by that entity and dated within the past two years, they may present a copy of that notarized letter for review.

Instructions

1. Please use this link and complete the Background Enrollment information to begin the enrollment process for a background check: https://is.gd/fingerprintenrollment

2. Please mail the following to: School of Graduate Studies in the Health Sciences
   University of Mississippi Medical Center
   2500 North State Street
   Jackson, MS 39216
   
   1. Two completed fingerprint cards
   2. Legible photocopy of the non-employee’s valid driver license OR a valid state ID card OR a valid passport.
   3. One business check or US postal money order in the amount of $50.00 payable to UMMC

ALL ITEMS SHOULD ARRIVE TOGETHER. If items are missing, the materials may need to be returned.
Fingerprint Card Instructions
To locate a fingerprinting facility near you, you may go to https://www.nbinformation.com/locations/. This website is ONLY to help you locate fingerprint locations, the fingerprint card instructions listed on the website by the commercial vendor DON'T meet the requirements of the University of Mississippi Medical Center. You should use the UMMC process instructions below.

1. Phone your local law enforcement to confirm an appointment time, ask if they charge a fee. Some agencies may collect a convenience fee to roll your prints.

2. Take your valid, government-issued photo ID with you to the local law enforcement agency for positive identification at the time of fingerprinting.

3. Do not forget to complete the following fields on both cards:
   - Signature of person fingerprinted on both cards
   - Residence of person fingerprinted
   - Date
   - Signature of official taking fingerprints
   - Citizenship
   - Sex
   - Race
   - Height
   - Weight
   - Eye Color
   - Hair Color
   - Date of Birth
   - Place of Birth
   - Social Security Number

4. Using block letters, print: “MS920420Z” in the “ORI” box in the top section of both cards. In block letters also enter: “37-115-41” in the Fingerprint “Reason” box located in the top section of each card.

5. Ask to be fingerprinted TWICE. You will need to complete and send TWO DIFFERENT SETS of prints.

6. Mail your completed cards. In the envelope you should include:
   a. TWO completed fingerprint cards
   b. ONE photocopy of your valid, government-issued photo ID
   c. ONE $50 business check or US postal money order payable to UMMC
** Most fingerprinting locations will provide the appropriate cards. If for some reason you need to take fingerprinting cards with you, you may use the following link to print:
Please print on card-stock and ensure the printer is configured to print at the original size (without scaling or “shrinking” the image).

Allow adequate time prior to your projected start date for delivery of the cards. A cardboard Priority Mailer Envelope from the US Postal Service is the perfect size for sending these materials.