

UMMC Non-Employee Remote Fingerprinting Instructions

Summary: This document outlines the accommodation process for fingerprinting contractors (or other non-employees) that 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, at a fee of \$50. 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 for UMMC Sponsor

The sponsor should fill in their contact information below and instruct the individual to mail the cards to the sponsoring department. Once received the sponsor should hand deliver the fingerprint cards to the HR Service Center. Before delivering the cards, open the envelope and verify that the following are present:

1. Two completed fingerprint cards
2. One completed "Consent & Release" form
3. Legible photocopy of the non-employee's valid driver license **OR** a valid state ID card **OR** a valid passport.

ALL ITEMS SHOULD ARRIVE TOGETHER. If items are missing, the materials may need to be returned. Please do not send items containing confidential information via Campus Mail. If the sponsor has any questions about the process, please call the HR Service Center or your HR Business Partner before sending.

Fill in the below fields with your information to provide to the non-employee.

Name: _____

Email: _____ Phone: _____

Address to send completed packet to: _____

Instructions for Non-Employee

To locate a fingerprinting facility near you, you may go to <http://myfbireport.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. 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.
4. Ask to be fingerprinted **TWICE**. You will need to complete and send **TWO DIFFERENT SETS** of prints.
5. Mail your completed cards to the address provided by your sponsor. In the envelope you should include:
 - a. **TWO** completed fingerprint cards
 - b. **ONE** completed and signed ["Consent & Release" form](#) (click here or copy and paste below link)
 - c. **ONE** photocopy of your valid, government-issued photo ID.
 - d. **ONE** Business check or US Postal Money Order in the amount of \$50 payable to "UMMC" (If other arrangements are made by the UMMC Sponsor, he or she must specify).

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.

Link to consent and release: <https://umc.edu/HR/files/fingerprinting-consent---non-employees.pdf>