



Mississippi
State Board of Examiners for
Social Workers and Marriage & Family Therapists
Jackson, MS 39296-4508
Post Office Box 4508
601-987-6806/Fax: 601-987-6808
www.swmft.ms.gov

REQUEST FOR FINGERPRINT CARD

Mark one: ___ Applicant for social work license
 ___ Applicant for LMFT license
 ___ Applicant for LMFTA license
 ___ License Renewal: license # _____
 ___ Reinstatement: license # _____

I, _____, request that a fingerprint card be sent to me at the address listed below. I have enclosed the required \$50.00 processing fee, payable by money order or cashier's check to MBOE. I understand that the information received from both the Mississippi Criminal Information Center and the Federal Bureau of Investigations concerning my criminal history records check via fingerprint records will be reviewed and may affect the approval of my application for licensure, reinstatement or the status of the renewal of my license.

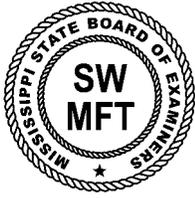
Mailing Address: _____

Phone: _____

I understand that it make take 4-6 weeks for my fingerprints to be processed by the MS Dept. of Public Safety. I understand that there may be delays in the processing of my fingerprint card if my fingerprints are unreadable and that will extend the processing of my background and sex registry check beyond 4-6 weeks.

Signature

Date



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INSTRUCTIONS FOR FINGERPRINT CRIMINAL HISTORY RECORD CHECK

As of July 1, 2011, Mississippi Statute 73-53-11 requires a **fingerprint based criminal history record information check and a sex offender registry check** for each applicant for licensure. That includes **new applicants for licensure, applicants for licensure by reciprocity/endorsement, licensees upgrading to a higher level of licensure or applicants for reinstatement.**

Beginning July 1, 2020, current licensees who are renewing their license and do not have a fingerprint criminal history record information check on file with the Board must submit to a fingerprint criminal history record information check. (See Part 1902, Rule 4.2, B, 5. d. and Part 1903, Rule 4.2 , E. of the Board’s rules and regulations regarding social workers and marriage and family therapists)

“Request for Fingerprint Card Form” is located on the Board’s website at www.swmft.ms.gov

After receiving the applicant’s request and payment, the Board will mail you a traditional fingerprint card. Please follow the following instructions for completing the cards:

- ❖ Applicants must have picture identification (driver’s license) with them at the time their fingerprints are taken. Applicants should have their fingerprints rolled by a local law enforcement agency, such as a local police department or sheriff’s department. Be prepared to pay a fee for having the fingerprint card executed as some law enforcement agencies charge a fee. The fingerprints must be taken by an appropriately trained law enforcement official. The fingerprint card must be signed by a law enforcement official in the appropriate block.
- ❖ Additional fingerprint cards are available from the Board’s office upon request. The Board’s contact information is available at the top of this letter.
- ❖ Fingerprint cards must be completely filled out. Required information includes: full name, social security number, date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, and reason fingerprinted. Reason fingerprinted should be pre-filled with the following statement: “Applicant for SW or MFT Licensure, Miss. Ann. 73-53-11”.
- ❖ The fully completed card should be mailed to: Mississippi Board of Examiners for SW/MFT, P.O. Box 4508, Jackson, MS 39296-4508. Please do not allow the fingerprints to smudge.
- ❖ The Board will mail your completed fingerprint card to the Mississippi Department of Public Safety, Criminal Information Center. The Center shall process the fingerprint images and forward them to the FBI for identification through the national system. It will take four (4) to six (6) weeks for your criminal history record information check to be completed. The completed criminal history and sex offender registry checks must be received by the Board office before an individual’s application will be considered for licensure.
- ❖ Please note that if your fingerprint card is rejected, you will be notified in writing and processing of your application will be delayed.