

MISSISSIPPI GULF COAST COMMUNITY COLLEGE

CRIMINAL BACKGROUND CHECK WITH FINGERPRINTING

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8AM – 5PM	JACKSON COUNTY	JACKSON COUNTY	JACKSON COUNTY	JACKSON COUNTY	JACKSON COUNTY
9AM – 11AM	HARRISON COUNTY PERKINSTON	HARRISON COUNTY PERKINSTON	HARRISON COUNTY PERKINSTON		
1PM – 3PM	HARRISON COUNTY PERKINSTON	HARRISON COUNTY PERKINSTON	HARRISON COUNTY PERKINSTON		
6PM – 8PM	GEORGE COUNTY	GEORGE COUNTY		GEORGE COUNTY	

CBC with FINGERPRINTING INSTRUCTIONS:

- Print and completely fill in the Fingerprint Information Form (*Included Below*).
- Forms are processed only during the times listed below and only at the Bryant Center at Tradition (19330 Hwy. 67 Biloxi, 39532). The information provided on the Form will be entered into the state’s database system. A valid government issued picture I.D. (driver’s license, etc.) is required. Processing of the Fingerprint Information Form is available only on:
 - **Mondays 9a.m. – 11a.m**
 - **Wednesdays 2p.m. – 4p.m.**
- Following data entry, completed at the Bryant Center, the \$65 CBC payment will need to be made at a MGCCC Business Office. The fee is paid in the business office at the campus/center where the criminal background check will be performed (**JC, HC, Perk, or GC only**). Please check the business office’s operating hours ahead of time.
- Bring the CBC payment receipt with you on the scheduled day to test. CBC fingerprints will not be made without the proper payment receipt and a government issued photo ID. It is strongly encouraged to make an appointment with campus police at least 24 hours in advance.
- To obtain the CBC result (clear results only), you will need to return to the Bryant Center at Tradition (with government issued photo ID). Pickup days and times are:
 - **Tuesdays 2p.m. – 4p.m**
 - **Thursdays 9a.m. – 11a.m.**
- A result considered by the State Department of Health as having a “disqualifying event” is mailed out, by the State Department of Health, to the applicant’s listed mailing address. Only a result that’s considered “clear” is available for pickup at the Bryant Center.

- It is the applicant’s responsibility to safeguard the CBC letter for future needs. Once a healthcare applicant is notified of being conditionally accepted into a MGCCC healthcare program, the original CBC fingerprinting letter or a legible copy is submitted, by the applicant, to the program’s coordinator by the announced deadline date.
- Please make copies of this official document, as needed. Lost or misplaced documents will require payment and completion of a new criminal background check.
- For additional information, please call 228-267-8637.

Perkinston Campus Police
(601) 928-6327

Jackson County Campus Police
(228) 497-7697

Harrison County Campus Police
(228) 896-2516

George County Center Police
(601) 766-6447

Perkinston Business Office
(601) 766-6451

Jackson County Business Office
(228) 497-7801

Harrison County Business Office
(228) 896-2503

George County Center Business Office
(601) 766-6451

Revised: January, 2024

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, 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” or “acceptable/approved” result.

Once the criminal background check and fingerprinting scanning has been completed by MGCCC Campus Police, the scanned fingerprints will automatically transmit to the MS Criminal Information Center (Department of Public Safety) and to the FBI for a national criminal history record check. Thereafter, a MGCCC staff or administrator will review each applicant’s information via a secure login and password provided by the Licensure/Criminal History Record Check Unit of the Mississippi State Department of Health Office. Following final processing, communication will include one of the following results: (1) clear, (2) processing, (3) need information, or (4) facility notified (Disqualified Event)/Rap Sheet report required.

To obtain the CBC result from the Bryant Center (clear result only), the applicant will need to return to the Bryant Center at Tradition (with government issued photo ID) on one of the following “pickup” days during the times listed below:

- Tuesdays 2p.m. – 4p.m
- Thursdays 9a.m. – 11a.m.

During the days/times listed for pickup, a MGCCC staff will allocate office time to print and distribute “clear” letters. A letter or result that’s considered as having a “disqualified event,” (also referred to as a “Rap Sheet,”) is mailed directly to the applicant’s mailing address by the Mississippi State Department of Health. For program consideration and acceptance, the original “Rap Sheet” **must be delivered by the applicant** to the designated nursing or health professions program coordinator. Within seven (7) college working days following the healthcare program’s application deadline (i.e., April 1, May 15th, July 1, or November 1 – see website for the specific deadline for the program of interest), the School of Nursing and Health Professions CBC Clearance Committee will review the details of all disqualifying event letters and rap sheets, along with all other substantial

documentation requested or submitted by the applicant, and make a final committee decision on program acceptance. All decisions will be based upon “an identifiable violation(s) on the history described as pursuant to *MS Code 43-11-13* that would prevent clinical attendance and/or licensure.” Each applicant will be notified of the committee’s decision by the program’s coordinator or department chair.

If an applicant has one (1) or more identifiable violations on the history described as pursuant to MS Code 43-11-13 that would prevent clinical attendance and/or licensure, if applicable, the decision will be made by the Clearance Committee to **not** allow initial or continued admission or enrollment into a Nursing or Health professions program at Mississippi Gulf Coast Community College. However, upon the completion of a legal expungement, the committee may revisit the decision.

Additional Information:

- Information will be kept confidential and only shared with Program Administrators and clinical affiliates as needed.
- The CBC/Fingerprinting letter contains an expiration date. In order to remain in the program, students enrolled in a MGCCC healthcare program, up to the date of expiration, are required to complete the entire process and receive committee clearance, if applicable.
- All Criminal Background Checks needed for admission into a healthcare program at MGCCC must be obtained from a MGCCC Campus Police office
- Please see the MGCCC College Directory for Campus Police contact information
<https://www.mgccc.edu/police/>
- School of Nursing and Health Professions contact information:
 - Health Professions Chairperson: District Office – Office Phone: 228-497-7769
 - Nursing Year I/HCA Chairperson: Bryant Center – Office Phone: 228-267-8642
 - Nursing Year II Chairperson: Bryant Center – Office Phone: 228-267-8688
 - Continuing Education Coordinator: District Office - Office Phone: 228-267-8676

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Fingerprint Information Form
Complete all Information Requested
Please Print Legibly

Last Name: _____

First Name: _____

Middle Name: _____

Suffix (Jr, Sr, etc.): _____

Sex: _____ **Race:** _____

Eye Color: _____ **Hair Color:** _____

Height: _____ **Weight:** _____

Date of Birth: _____

Social Security Number: _____

Place of Birth: _____

Street Address: _____

City: _____

State: _____ **Zip Code:** _____

I am confirming that all information provided is true and accurate to the best of my knowledge.

Signature: _____ **Date:** _____

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