



**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**

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## REQUEST FOR FINGERPRINT CARD

I, \_\_\_\_\_, request that a fingerprint card be sent to me at the address  
(Please print full name)

listed below for the purpose of licensure as a \_\_\_\_ social worker, \_\_\_\_ marriage and family therapist or \_\_\_\_ marriage and family therapist associate in the State of Mississippi. ***I have enclosed the required \$50.00 processing fee (money order or cashier's check).*** I understand that my licensure application file is not complete until the Mississippi State Board of Examiners for Social Workers and Marriage and Family Therapists has receive all licensure requirements and responses from both the Mississippi Criminal Information Center and the Federal Bureau of Investigations concerning my criminal history records check via fingerprint records.

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone#: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**INSTRUCTIONS FOR FINGERPRINT CRIMINAL HISTORY RECORD CHECK**

The 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. The checks must be obtained from the appropriate governmental authority or authorities and must be received by the Board within one-hundred eighty (180) day of the completed application. The appropriate governmental authority is the Mississippi Department of Public Safety, Criminal Information Center (CIC) and the Federal Bureau of Investigations (FBI).

The fingerprint criminal history and sex offender registry checks apply to an applicant seeking licensure or reinstatement as a Licensed Social Worker (LSW), Licensed Master Social Worker (LMSW), Licensed Certified Social Worker (LCSW), Licensed Marriage Family Therapist Associate (LMFTA) and Licensed Marriage Family Therapist (LMFT).

**Beginning January 1, 2011, the Board of Examiners will require that applicants complete a “Request for Fingerprint Card Form” that is located on the Board’s website at [www.swmft.ms.gov](http://www.swmft.ms.gov) and mail it to the Board’s Office. The Board will charge a processing fee of \$50.00 to process background checks. The fee is payable by money order or cashier’s check to the Mississippi Board of Examiners for SW/MFT.**

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). 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.