



**MISSISSIPPI**  
**BOARD OF EXAMINERS**  
**FOR SOCIAL WORKERS AND MARRIAGE & FAMILY THERAPISTS**

**INITIAL APPLICATION CHECKLIST**

In order to apply for licensure in MS, you will need to possess a bachelor's or master's degree in social work from an accredited CSWE program and have a passing score on the applicable ASWB exam. You must obtain a LMSW license prior to applying for a LCSW license. Licensing as a LCSW will require a minimum of 24 months of LCSW supervision before receiving approval to sit for the ASWB clinical exam. It is your ethical responsibility to read and understand the rules and regulations regarding social work licensure.

**Listed below are items that must be submitted to our office for your approval for licensure testing. Once the above completed forms are in your application file, you will be sent an exam approval letter which will give you exam instructions. Please allow 2 weeks for processing.**

- Initial Application (Form 266) and Processing Fee (\$27.00 money order or cashier's check only) -**Valid one year from the date stamped received by the Board office.**
- Verification of Education Form (Form 267) Fill out the top portion, get it notarized and mail to registrar's office of the college or university where you received your social work degree.
- Request for Fingerprint Card Form - Please submit this form to request a fingerprint card and \$50.00, money order or cashier's check only. Upon the Board receiving the form with fee, a fingerprint card will be mailed to you with instructions.

**After you pass the ASWB exam, your test score will be forwarded to the Board office within 2 weeks after completing the exam.**

- Submit the Initial License Fee (\$75.00 for bachelor level and \$110.00 initial license fee for LMSW or LCSW; or \$32 if upgrading a current license from LSW to LMSW or LMSW to LCSW). You may submit this fee any time during the application process.

Please understand that in the State of Mississippi, you cannot practice as social worker without being licensed as social worker by the Mississippi Board of Examiners for Social Workers and Marriage and Therapists and have received your license number from the Board. Employers may visit the Board's website (License Search) to verify if you possess a valid social work license.

# Social Work Initial License Application

(Please type or print in ink)

Date: \_\_\_\_\_ (Please use legal name that is identified on your Driver's license or Social Security Card)

Name: \_\_\_\_\_  
(Last) (First) (Middle/Mai den)

Mailing Address: \_\_\_\_\_ Contact No. (\_\_\_\_\_) - \_\_\_\_\_  
(City) (State) (Zip Code) (County)

Email Address: \_\_\_\_\_

Social Security Number: [ ][ ][ ] - [ ][ ][ ] - [ ][ ][ ][ ][ ] Date of Birth [ ][ ][ ] - [ ][ ][ ] - [ ][ ][ ]

Race: \_\_\_\_\_ Sex: Male  Female  U.S. Citizen: No  Yes  Legal Alien: No  Yes

Place of Employment: \_\_\_\_\_ Telephone No. (\_\_\_\_\_) - \_\_\_\_\_

Public Agency  Private Agency  Title of Position: \_\_\_\_\_

Business Address: \_\_\_\_\_  
(Street/PO Box) (City) (State) (Zip Code) (County)

If upgrading, give license number: [ ][ ] - [ ][ ][ ][ ][ ]

- By which method are you seeking licensure:  Examination  Reciprocity/Endorsement
- License applying for (check one) See regulation for qualifications at each level. Social Worker (LSW)   
Master Social Worker (LMSW)   
Certified Social Worker (LCSW)
- Have you ever been licensed as a social worker in this state? No  Yes   
If yes, what was your license number: \_\_\_\_\_
- Have you ever been licensed or registered as a social worker in another state? No  Yes   
If yes, complete the Reciprocity Information/ Endorsement Form and send it to the state(s) of current or previous licensure.
- Which social work degree do you possess: \_\_\_\_\_BSW \_\_\_\_\_MSW \_\_\_\_\_ N/A ( Student)
- Is your school accredited by \_\_\_\_\_ CSWE \_\_\_\_\_ SACS \_\_\_\_\_ BOTH

**Initial Application Fee: \$27.00 (make cashier's check or money order payable to MSBOE SW/MFT)**

**(FEES ARE NON-REFUNDABLE)**

<b>For Office Use Only:</b>	
CC, MO, TC, OC #: _____	Amount: \$ _____ Date: _____
Name on payment, if different from licensee: _____	

(Continue on Back of This Form)

**MISSISSIPPI BOARD OF EXAMINERS FOR SOCIAL WORKERS AND MARRIAGE AND FAMILY THERAPISTS**

- 7. Have you **ever** been found in violation of laws or rules pertaining to professional practice or settled such charges prior to a formal finding in an administrative proceeding? No  Yes
- 8. Have you ever had a record expunged from a felony or any criminal conviction? No  Yes
- 9. Have you ever had a professional license revoked, suspended, or encumbered in any way? If yes, has the decree changed? Attach a full explanation. No  Yes
- 10. Has any court ever declared you mentally incompetent? If yes, attach a full explanation. No  Yes
- 11. Have you ever been arrested, or charged, or sentenced for any misdemeanor or criminal Offense. Received deferred judgement for the commission of a felony, or any crime involving moral turpitude in the United States or foreign country? If yes, attached a full explanation. No  Yes
- 12. Have you knowingly failed to renew a license during investigation or disciplinary action? No  Yes
- 13. Are there any pending charges against you? No  Yes
- 14. **I understand that licensure as a social worker requires additional information to be completed and submitted to the Board for review and that a passing score on the ASWB examination does not automatically qualify me to become licensed.** No  Yes
- 15. **I understand that I have one year from the date of the approval letter to sit for the ASWB exam and that my application for licensure will expire if I have not passed the exam and a new application will be submitted before I am approved to retake the exam.** No  Yes

(Notary Seal)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My commission expires on \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

I, the undersigned, do hereby solemnly swear or affirm that I am the above applicant, and that the statements contained therein or accompanying this application are true to the best of my knowledge and belief. This application and signature shall act as authorization of entities in possession of applicable information to release such information to the Board. I also agree to uphold the laws and standards of conduct set forth in the laws of the State of Mississippi as pertain to the practice of Social Work

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Complete form, make payment payable to **MBOE SW/MFT** and mail to:

**MS Board of Examiners for SW/MFT  
Post Office Box 4508  
Jackson, MS 39296-4508**

**Current  
Passport-Like Photo of You  
Facing Forward**  
(Application cannot be processed without photo. Photocopies will not be accepted. The photo must be an original of you facing forward.)

# Verification of Education for Licensure in Social Work

### Instructions to Applicant:

Upon completion of the demographic information and waiver below, this form should be signed, notarized, and forwarded to the college of university where you obtained your **degree in social work**. This form may also be submitted by completing the top portion including notarizing and signing, and submitting directly to our office with a **sealed** transcript.

Name (Last, First, Middle Initial)	Maiden Name or Given Surname
Address (Street, City, State, and Zip Code)	Home Phone ( ) ( ) ( ) ( ) ( Work )
Social Security Number	Date of Graduation
License Applying For (Check One): <input type="checkbox"/> Social Worker <input type="checkbox"/> Master Social Worker	<input type="checkbox"/> Certified Social Worker

Waiver For The Release of Information:

Subscribed and sworn before me this day of \_\_\_\_\_ 20\_\_

I am applying for licensure as a social worker in the State of Mississippi. I hereby authorize the verification of my degree conferred and further authorize the release of any transcript or other information, favorable or otherwise, to the Mississippi Board of Examiners for Social Workers and Marriage and Family Therapists, should this information be requested at any time.

My commission expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public

*Seal*

\_\_\_\_\_  
Date    Applicant's Signature

### Instructions to Education Institution:

Upon completion of this form please send to:      **MS BOARD OF EXAMINERS**  
**P.O. Box 4508**  
**Jackson, MS 39296-4508**

Name of Institution	Location of Institution (City & State)
Date of Attendance (Month/Year) From: _____ To: _____	Total Number of Academic Years
Date Degree Conferred	Degree Conferred
Program Name & Curriculum Description	Date of Practicum/Internship: From: Month _____ Day _____ Year _____ To: Month _____ Day _____ Year _____ Total Hours: _____

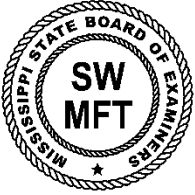
<b>Social Work Program Accreditation</b> (On date degree conferred)	Undergraduate: <input type="checkbox"/> CSWE <input type="checkbox"/> SACS <input type="checkbox"/> Other: _____ Graduate: <input type="checkbox"/> CSWE <input type="checkbox"/> SACS <input type="checkbox"/> Other: _____
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\_\_\_\_\_  
*Registrar's Name (print or type)*

*Seal of the College or University*

\_\_\_\_\_  
*Registrar's Signature*

\_\_\_\_\_  
*Telephone Number                          Date*



**Mississippi**  
**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

**INSTRUCTIONS:** Complete this form and return to our office. Once this form is received with payment, we will mail you a fingerprint card. After getting your fingerprints added onto the card, be sure to fill out the descriptive information including signing the card, printing your name, your date of birth and social security number (as these spots are often overlooked). 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.

- 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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

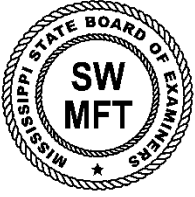
Phone: \_\_\_\_\_

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

<b>For Office Use Only:</b>		
CC, MO, TC, OC #: _____	Amount: \$ _____	Date: _____
Name on payment, if different from licensee: _____		



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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 if you are a new applicant. 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. If you are a current licensee, you will be able to email the request to [info@swmft.ms.gov](mailto:info@swmft.ms.gov) and log into the licensee portal to pay this fee online.**

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 process your completed fingerprint card. Your fingerprint images will be forwarded to the FBI for identification through the national system. It may take up to two (2) 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.

## **PRIVACY ACT STATEMENT**

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

### **Applicant Notification and Record Challenge**

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>

# Acceptable Fingerprint Card Example

Completed cards should be mailed to: MBOESWMFT, P.O. Box 4508, Jackson, MS 39296-4508.

<b>APPLICANT</b> <small>FD-256 (REV. 3-1-70) 1110-1040</small> SIGNATURE OF PERSON FINGERPRINTED <i>Jane E. Doe</i>		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME: <b>DOE</b> FIRST NAME: <b>JANE</b> MIDDLE NAME: <b>ELLA</b>		FBI LEAVE BLANK	
RESIDENCE OF PERSON FINGERPRINTED <b>425 Adams Court Lark, MS 38770</b>		ALIASES AKA <b>MS920476Z BD EXAM SOCIAL WORK JACKSON, MS</b>		DATE OF BIRTH: <b>01 02 2001</b> DOB Year: <b>2001</b>	
DATE: <b>1/5/14</b> SIGNATURE OF OFFICIAL TAKING FINGERPRINTS: <i>Sharon Linphly</i>		CITIZENSHIP: <b>USA</b> SEX: <b>F</b> RACE: <b>Blk</b> HGT: <b>5' 2"</b> WGT: <b>123</b> EYES: <b>Brn</b> HAIR: <b>Brn</b>		PLACE OF BIRTH: <b>Flowood, MS</b> POB: <b>Flowood, MS</b>	
EMPLOYER AND ADDRESS <b>837 4th Street Merry, MS 38740</b>		ARMS AND WEAPONS: <b>None</b>		LEAVE BLANK	
REASON FOR FINGERPRINTING <b>Applicant of SW or MFT Licensure, Miss. Code Ann. Section 73-53-11</b>		SOCIAL SECURITY NO.: <b>SOC 123-45-6789</b>		LEAVE BLANK	
		MINOR OCCASIONS: <b>None</b>		LEAVE BLANK	

