



MISSISSIPPI STATE DEPARTMENT OF HEALTH

Taking Fingerprints Using Fingerpro Livescans

Provider User Guide

Version 01

12/08/23

Overview

SAFER is the Mississippi Screening Assurance For Employee Enrollment & Registries background check system. For facilities that have their own livescan device, these instructions will show users how to take fingerprints and connect with their SAFER applications. These instructions are only for those facilities. All others should send your applicant to a MS health department for fingerprints or mail hard cards to the fingerprint unit as before.

Once the application has been successfully submitted in the SAFER system, you must use the Determination ID from SAFER in Fingerpro.

This six-digit number can be found in three places in SAFER:

1. On the confirmation page when the application is submitted.
Please note "Determination ID" and "Background Check #" are the same number!

Confirmation

Adritest [redacted] Application #: 10815, Background Check #: 100817

Application Submitted Confirmation

Application Status

Your application was successfully submitted. Following fingerprinting, this applicant can be hired using the [Application In-Process](#) link above

Application Forms

[Applicant Fingerprint Form](#)

Provisional Employment

[Add Provisional Employment for Applicant](#)

Provisional Employment

[Record Pre-existing Employment](#)

2. On the Applicant Fingerprint Form, the "Application Number"

Reason for Fingerprints:

Healthcare (43-11-13 ORI-MS920500Z)

Childcare (43-20-8 ORI-MS920080Z)

Medical Cannabis (42-SB-2095 ORI-MSITN5000)

Facility ID Code: Test234567

Application Number: 100817

Signature of Person Fingerprinted: _____

By checking this box, I affirm that the applicant understands the health department's permission to conduct a state and national criminal background check.

3. On the Person Summary – Documents tab

Person Summary

Adritest [redacted], 111-12-2234, 11/11/2000 No Fingerprints Taken

Merge Person

Profile Applications Employment **Documents** History

Determination ID: 100817
Generated Forms, Letters, and Reports

Document Type	Application #	Provider	
Application	10815	Test Healthcare	Privacy Rights.pdf
Application	10815	Test Healthcare	Privacy Rights.pdf
Application	10815	Test Healthcare	Applicant Fingerprints

4. Then, log into Fingerpro, click on the **D/L Demographics** button

FingerPro ID v.2023.11.30 - REMOTE

Record (Re)Submission Results Tools Help

New View/Edit Transmit Generate Admin Tools **D/L Demographics**

Input Date	->	Full Name	Submission Date	FP	SO	SOR Date	Date Closed	Facility Code
12/08/2023 10:16:25 AM	Incomplete	Ford, Susan A						HC0100005

MSDH Web Site

5. Then use the SAFER Determination ID, Last Name and DOB for your applicant

Choose Applicant

Please enter the below information from the Livescan Request Form

Determination ID:

Last Name:

Date Of Birth:

Cancel Retrieve Clear

Click RETRIEVE to verify the applicant's information.

6. Click on the **Imaging** button and scan their fingerprints.

The screenshot shows the 'Data Input' window with the following fields and values:

Last Name/Surname	First Name	Middle Name	Suffix
[Redacted]	[Redacted]	[Redacted]	[Redacted]

Gender: Female
Race: Black => Black
Eye Color: Brown => Brown
Hair Color: Black => Black
Height: 5 ft 2 in
Weight: 180

Social Security No.: [Redacted]
Date Of Birth: [Redacted]

Place of Birth: MS => Mississippi
Citizenship: US => United States of America

Person's residence address
Street No./PO Box: [Redacted]
City: [Redacted]
State: MS => Mississippi
Zip Code: 38771

Additional Items

State	Driver's License Number
[Redacted]	[Redacted]

Transaction and Case Related Data | Personal Data | Notes()

Exit And Save | Save | **Imaging ...** | Cancel Changes and Exit

7. At this time, no other action needs to be taken in SAFER for this applicant until the criminal history is returned and you can access the letter.