Taking Fingerprints Using Fingerpro Livescans

Provider User Guide
Version 01
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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!

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

3. On the Person Summary – Documents tab

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

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

Click RETRIEVE to verify the applicant's information.

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

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.