



MISSISSIPPI STATE DEPARTMENT OF HEALTH

As a result of the Mississippi Medical Cannabis Act, S.B. 2095, the Mississippi State Department of Health is required to conduct criminal history background checks on every person seeking to become a caregiver, principal officer, board member, agent, volunteer, or employee before the person begins working at or for a medical cannabis establishment.

Please follow the below steps to request a **Medical Cannabis Caregiver** background check:

- 1) Please visit a local sheriff's office, police station, or other entity to request fingerprinting on a fingerprint card. If a fingerprint card is needed, please contact the Medical Cannabis Office at 601-206-1540 or email mcregistration@msdh.ms.gov
- 2) The cost to process a background check is paid when you submit your Caregiver application in the licensing portal. No money should be sent with the fingerprint card.
- 3) On your fingerprint card, there is a space to enter "Reason Fingerprinted". Caregivers should enter **MC4200015** in this space or write "Caregiver". Also, be sure to include your name and contact information on the fingerprint card.
- 4) Please mail the completed fingerprint card and contact information to:
MSDH Criminal History Record Check
Attn: Brittany Orr
143B LeFleur's Square
Jackson, MS. 39211-5525

If mailing a card via USPS, please obtain a tracking number to monitor the location of the card(s).

NOTE: The Mississippi State Department of Health does not conduct name-based background searches. Please submit a physical fingerprint card to complete the Mississippi background check.

For questions regarding the above process, contact the Medical Cannabis Program at mcregistration@msdh.ms.gov

- 5) After mailing your fingerprint card to the address above, obtain the necessary forms on our website at [Guides & Forms | MedCann](#). The forms are under **Patients and Caregivers > Guides and Forms**.

Per MS Regulations 15.22.2, Rule 2.6.1, patients must receive a card before designating a caregiver. Therefore, the patient will need to apply, be approved, and receive their medical cannabis card for the MS Medical Cannabis Program before the caregiver can complete and submit a caregiver application. The application registration portal can be found here: <https://ms-doh-public.nls.egov.com/#!/signin>. Upon registration, you will receive a link prompting you to verify this account. Once registered for an account, caregivers should complete a caregiver application via the licensing portal. The Caregiver Authorization form and Caregiver Affidavit below must be completed and uploaded with caregiver application

- a) The caregiver authorization form must be signed by the adult patient or legal guardian of minor patient and notarized (and uploaded in the patient application and the caregiver application).
 - b) Background check affidavit must be signed by the caregiver and notarized (and uploaded in caregiver application).
- 6) Apply on the portal
 - [Mississippi DOH Portal \(egov.com\)](https://ms-doh-public.nls.egov.com/)
 - Create new application
 - I am a Caregiver
 - New Caregiver registration
- 7) Each year at renewal a new set of fingerprints must be mailed in, and new notarized forms must be submitted with the renewal application.
- 8) If at anytime the associated patient card expires, the system will auto-expire the caregiver card also. Please call our office to have the caregiver card reinstated.

Per MS Regulations 15.22.2, Rule 2.6.1, patients must receive a card before designating a caregiver. Therefore, the patient will need to apply, be approved, and receive their medical cannabis card for the MS Medical Cannabis Program before the caregiver can complete and submit a caregiver application. The application registration portal can be found here: <https://ms-doh-public.nls.egov.com/#!/signin> . Upon registration, you will receive a link prompting you to verify this account. Once registered for an account, caregivers should complete a caregiver application via the licensing portal. The Caregiver Authorization form and Caregiver Affidavit below must be completed and uploaded with caregiver application