

**SAMPLE CLEARANCE LETTER**

**The below must be (1) placed on your agency's letterhead, (2) signed by the chief executive officer of the covered entity, or his or her authorized designee, and (3) notarized to be effective.**

Date: \_\_\_\_\_  
(Must be date on MSDH notification)

Dear:           {Insert Applicant's Full Name}          ,

Following our employment offer to you on {Insert Date}, our agency performed a criminal record check, as required by Section 43-11-13, the Mississippi Code of 1972, as amended, Mississippi State Department of Health, Division of Licensure and Certification.

We are pleased to advise you that the results of the criminal record check revealed no disqualifying event; therefore, pursuant to the requirements of this law, we are providing this letter to confirm your suitability for employment based on the criminal record check.

You may use this letter for a period of two (2) years from the date of the letter to seek employment at any covered entity. When presented with this letter, a covered entity may rely on the letter with respect to your criminal background and is not required by law for a period of two (2) years from the date of this letter to conduct a criminal record check.

If you have questions regarding this letter, please do not hesitate to contact me at {Insert Provider Agency Phone Number}.

Sincerely,

{Insert Name of Chief Executive Officer or Designee}  
{Insert Title of Chief Executive Officer or Designee}

SWORN AND SUBSCRIBED BEFORE ME, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
My Commission Expires