



Criminal Background Check Request Policy

The Lafayette County Circuit Clerk's Office processes criminal background check requests in accordance with the following procedures:

REQUIRED INFORMATION FROM AGENCY:

All background check requests MUST include the following:

- Name of the requesting individual or business / Contact person / Telephone number & Email address (mandatory).
- Full Name (first, middle & last) of individual(s) being searched along with their date of birth.

SUBMISSION OF REQUESTS: EMAIL or MAIL:

All criminal background check requests submitted by email, must be sent to:

- **Jeff Busby, Lafayette County Circuit Clerk** - jeffbusby@lafayettecoms.com
 - **Copy on email to Mr. Busby: Sarah Robertson, Deputy Clerk, Criminal Division**
 - srobertson@lafayettecoms.com / 662-234-4951 ext. 332
- **Payment:**
 - Once request has been received, our office will reach out to you for payment over the phone. Payment must be received before background check is initiated.
 - The fee is \$10.00 per person searched and there is a processing fee of 2.35% for credit card transactions.

Requests submitted without the required contact information or payment will not be processed.

PAYMENT REQUIREMENTS:

Mail-In Requests: If submitting a request by mail: A check or money order in the amount of: **\$10.00 per person searched** must accompany the request.

PLEASE MAKE CHECKS PAYABLE TO:

Lafayette County Circuit Clerk

1 Courthouse Square, Suite 101, Oxford, MS 38655

Processing: Background checks will be processed once all required information and payment have been received and verified.

The Lafayette County Circuit Clerk's Office reserves the right to refuse incomplete requests.