

## **APPLICANTS CURRENTLY IN MICHIGAN**

**Procedure to search Michigan criminal history records for employment/licensing when fingerprints are required by law.** The search is for arrests with conviction unless the governing statute requires arrests without conviction to be provided.

1

- Use the attached Live Scan request form, **SBM F-14/ MSP RI-030**.
- Complete Section II.

2

- Make a fingerprint scanning appointment by contacting an MSP approved Live Scan vendor ([http://michigan.gov/msp/0,1607,7-123-1589\\_1878\\_8311-237662--,00.html](http://michigan.gov/msp/0,1607,7-123-1589_1878_8311-237662--,00.html)) Other Live Scan sites may be available through the sheriff or local police departments. Please call ahead to check availability and costs. *Michigan State Police Posts do not act as Live Scan vendors.*
- **Take the completed SBM F-14/ MSP RI-030 form with you to your scanning appointment.**
- The Live Scan site will collect the State and FBI search fee plus a service fee as set by the Live Scan vendor.
- The resulting Michigan and FBI criminal history reports will be forwarded by the Michigan State Police directly to the State Bar of Michigan Character & Fitness Department (identified by the agency ID number). Turn-around time is 7 business days or less.

3

- After scanning, the signed **SBM F-14/ MSP RI-030** form *must be returned to the Character & Fitness Department by the Applicant.*

**The Character & Fitness review will not be completed without it.**

State Bar of Michigan  
Attn: Character & Fitness Dept  
306 Townsend St  
Lansing, MI 48933

**LIVESCAN FINGERPRINT REQUEST**

AUTHORITY: MCL 28.214, MCL 28.273 &amp; MCL 28.162; COMPLIANCE: Voluntary, however failure to complete this form will result in denial of request.

→ **APPLICANT: After fingerprinting, return signed and completed form to:** ←  
**State Bar of Michigan, Attn C&F, 306 Townsend St, Lansing, MI 48933**

<b>I. Fingerprint Reason</b>					
1. Code: <b>State Bar License, mcl 600.949</b>					
2. Requestor/Agency ID: <b>50P</b>		3. Agency Name: <b>State Bar of Michigan</b>			
<b>II. Applicant Information: Type or clearly print answers to all fields before going to be fingerprinted.</b>					
1a. <i>Last Name</i>		1b. <i>First Name</i>		1c. <i>Middle Initial</i>	
1d. <i>Suffix</i>					
2. <i>Any Alternative Names, Last Names, or Aliases (If Applicable)</i>					
3. <i>Place of Birth (State or Country)</i>		4. <i>Date of Birth (mm/dd/yyyy)</i>		5. <i>Social Security Number (Optional)</i> Information Not Needed	
6. <i>Driver License State</i>		7. <i>Driver License Number</i>			
8. <i>Address</i>					
9. <i>City</i>		10. <i>State (or Province/Country)</i>		11. <i>ZIP Code</i>	
12. <i>Sex</i>	13. <i>Race</i>	14. <i>Height (Ft. &amp; In)</i>	15. <i>Weight (Lbs)</i>	16. <i>Eye Color</i>	17. <i>Hair Color</i>
<b>III. Live Scan Information: Type or clearly print answers to all fields at the fingerprinting site.</b>					
1. <i>Date Printed</i>		2. <i>Picture ID Type Presented</i>			
3. <i>TCN</i>		4. <i>Live Scan Operator</i>			

I understand the personal information and fingerprints submitted by live scan are used to search against criminal identification records from both the Michigan State Police (MSP) and Federal Bureau of Investigation (FBI). I hereby authorize the release of any records to the person or agency listed above.

**Signature:****Date:**

28 CFR §16.34 Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

\*\* ENSURE THAT THE CORRECT FINGERPRINTING REASON CODE AND AGENCY ID ARE USED.

MSP WILL CHARGE FOR SECOND REQUESTS DUE TO INCORRECT CODES. \*\*