

Michigan Department of State  
Licensing Unit  
Lansing, MI 48918

# Live Scan Fingerprint Request

### Instructions for Applicant:

1. Complete APPLICANT INFORMATION below.
2. Schedule an appointment to be fingerprinted:
  - a. Visit [www.michigan.gov/msp](http://www.michigan.gov/msp)
  - b. In the Search box, type "Private Livescan Vendors," and click on Go.
  - c. Select the MSP – Private Live Scan Vendors link for list of vendors.
3. Attend appointment, pay fee, and keep the receipt.
4. Bring picture ID and this completed form to the appointment.

**Criminal history report will be forwarded to the Department of State by the Michigan State Police.**

## APPLICANT INFORMATION

Applicant Name: Last			First			Middle		
Date of Birth			Race			Gender		
Street Address								
City			State		Zip		Phone Number (      )	
Check One:	<input type="checkbox"/>	Owner, designated representative/coordinator, authorized official, etc.						
	<input type="checkbox"/>	Instructor and/or Examiner						

Date Fingerprinted: \_\_\_\_\_

Type of Picture ID Presented: \_\_\_\_\_

## REQUESTING AGENCY INFORMATION

Agency ID: **3720E**  
(RQID)

Agency Name: **Bureau of Driver and Vehicle Programs**

Reason Fingerprinted:  **LDE – Dept of State, Driver Education Certification (MCL 256.649)**

**TPT – Third Party Tester (MCL 257.309)**

If you are both a driver education instructor and driving skills test examiner, check the **LDE – Dept of State, Driver Education Certification**.

Disclaimer: Any and all fingerprints processed with incorrect fingerprint codes/reasons, etc., are the applicant's responsibility. Michigan State Police will charge for second requests due to an incorrect fingerprint reason.