

## APPLICANTS NOT CURRENTLY IN MICHIGAN

Procedure to obtain State of Michigan and Federal Bureau of Investigation criminal history reports for the Michigan bar exam application process.

1

- You will need:
  - **Live Scan Request Form- SBM F-14NR/ MSP RI-030** (two copies)
  - **FD-258 fingerprint card** (Character & Fitness Department or Local Police Station)
  - **Processing Fee** (The **State and FBI search fee plus a fee for the service** which is set by the Live Scan vendor.)

2

- Complete the center section of the attached **Live Scan Request Form- SBM F-14NR/ MSP RI-030** – you will need two copies.
- You must be fingerprinted on an FBI FD-258 fingerprint card or state issued 10-finger fingerprint card. This card is available from the Character & Fitness Department and most police stations.
- Fill out the identification sections of the fingerprint card.
- Go to a local sheriff or police department for fingerprinting (for the best results, use trained personnel for this service). Please call ahead to check availability and costs.
- **Select a livescan vendor *designated as able to process fingerprint cards for Non-Michigan residents*, from the list provided by the Michigan State Police:**  
<https://michigan.gov/msp/services/live-scan-vendors>
- Contact the Live Scan vendor and follow their instructions to submit your request.
- Mail the following to the selected Live Scan Vendor:
  - **ONE** copy of the **Live Scan Request Form- SBM F-14NR/ MSP RI-030**,
  - the completed **fingerprint card**, and
  - the **fee**
- 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 on the Live Scan Request Form).

3

After fingerprinting, the duplicate **Live Scan Request Form- SBM F-14NR/ MSP RI-030** form, signed by the Applicant, *must be forwarded to the State Bar of Michigan 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