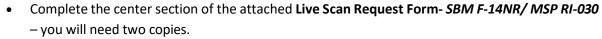
APPLICANTS NOT CURRENTLY IN MICHIGAN

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



- 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 <u>State and FBI search fee plus a fee for the service</u> which is set by the Live Scan vendor.)



- 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
 - o 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).



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