

At this point, the following items should have been addressed.

1. Completed the Michigan Bar Application questionnaire on the [Applicant Portal](#)
2. Electronically submitted your finalized bar application, bar exam fee and investigation fee
3. Mailed your executed Waiver and Release form to the Character & Fitness Department/State Bar of Michigan
4. Mailed/delivered your Law School Certification letters (F-11 a/b) to applicable law schools
5. Distributed your reference form letters (F-12) to your references
6. Reviewed the Third-Party Information Checklist

Supplemental Documents	Additional Information Required for Specific APH Responses
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Depending on your responses to the following questions, you are required to submit supplemental documentation. Documents should be requested from third-parties and submitted to the Character & Fitness Department as soon as possible after submitting your bar exam application.

Additional documents may be requested by Character & Fitness staff.

Question Number	Required Supplemental Documents
4	Documentation/Court Order of Legal Name Change
19	Certification of Law School Graduation (Form F-11a)
19	Certification of Character & Fitness from Law School(s) (Form F-11b)
20	Certification of Character & Fitness from Law School(s)(Form F-11b)
29	DD214 or NGB-22
33	Certified Copy of the Application
35	Certificate of Good Standing or Disciplinary Record
43	Complaint, Answer, Docket Sheet and Court Order/Settlement
44	Complaint, Answer, Docket Sheet and Court Order/Settlement
44	Documentation of the Status of Your Child Support Obligations
45	Complaint, Answer, Docket Sheet and Court Order/Settlement
50a	Order Nullifying Conviction/Expungement Order or Order to Set Aside
50b	Order Nullifying Conviction/Expungement Order or Order to Set Aside
56	Reference Letters (Form F-12)
57	Waiver & Release (Form Provided After Application Fees are Paid)

Third-party information is NOT due to be received with the electronic upload of your bar application. However, your Character & Fitness cannot be completed until we receive all required information. It is recommended that information from third parties be requested *no later than* June 1st for July examinees and January 1st for February examinees.

Within a few days of our receipt and processing of your Waiver & Release, you will receive an email from cfquestionsforms@michbar.org, asking you to review the list of states/countries from which you are required to submit documentation. Please respond to this e-mail message timely.

If you believe that a state/country is listed in error, 1) review the instructions on the following pages, 2) review your Affidavit of Personal History (available on the Applicant Portal) and 3) send an e-mail to the staff person assigned to your file to explain the discrepancy.

Correspondence	STATUS LETTERS
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“Status letters” are sent via e-mail by the Character & Fitness Department to alert you to third-party documents which have not been received for your application, such as, reference letters, criminal and driving reports. As needed, the status letter is also used to request further explanation of information provided on your Affidavit of Personal History.

Missing documents should be followed up on as appropriate. Use the F-6 Supplemental Answer Sheet to provide written responds to information requests. The F-6 form may be mailed to the Character & Fitness Department or sent by e-mail attachment to the writer of the status letter.

Your cooperation with providing necessary documentation is essential for the Character & Fitness process to be completed. Neglecting to respond to correspondence from the Character and Fitness Department by the given due date, may result in *your file being closed*.

Directions & Information	Driving Record and Criminal History Reports	F-9, F-14 and F-14NR
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All applicants are required to provide *criminal history reports and driving records* from every state, including District of Columbia and other U.S. possessions, in which you have lived, worked, attended school or visited/vacationed, for more than two consecutive weeks, including those states that you regularly traveled* between (minimum of 14 days out of 30 consecutive days), during the *ten years preceding* the date of your Affidavit of Personal History. ***Note:** *An explanation of the circumstances causing frequent travel between states/countries must be provided on a separate [Form F-6](#).*

Additionally, you are responsible for providing an *Affidavit of Criminal History (F-9) for each foreign country* in which you have lived, worked, attended school or visited/ vacationed for more than two consecutive weeks, including those countries that you regularly traveled* between (minimum of 14 days out of 30 consecutive days), during the *ten years preceding* the date of your Affidavit of Personal History.

Most states have a specific form that must be used to request records. We will mail state-specific forms to you a few weeks after your Waiver and Release has been accepted by the Character & Fitness Department. Applicant’s only needing Michigan reports will receive request links/information via e-mail

NOTE: Criminal and driving reports will be rejected if issued more than **6 months prior** to the submission date of the Affidavit of Personal History (F-3).

Officials at the governmental institutions and other entities authorized to submit fingerprints and receive FBI identification records under this authority must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. These officials also must advise the applicants that procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., § 16.34. Official making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so. (Title 42, U.S.C., § 14616, Article IV (c); Title 28, C.F.R., § 50.12 (b))

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.

MI and FBI
Criminal History
Reports

Michigan Residents

[F-14/MSP RI-030](#)

All applicants are required to provide fingerprint based criminal history reports from the Michigan State Police and the FBI. The process for obtaining criminal history reports from Michigan and the FBI is as follows. **Please note that there are separate procedures for applicants in Michigan and for out-of-state applicants.**

A completed F-14 form and Livescan fingerprints are required for applicants who are physically in Michigan, to obtain Michigan State Police and FBI criminal history clearances.

1. Use the information on [Form F-14/MSP RI-030](#) to schedule a fingerprint scanning appointment with a Live Scan vendor approved by the Michigan State Police (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.
2. Take the [F-14/MSP RI-030 form](#) with you to your scanning appointment. A tracking number (TCN) will be issued to locate a fingerprint report in the rare circumstance that it does not get routed to our office properly.
3. The completed F-14/MSP RI-030 form, with your original signature, must be submitted to the Character & Fitness Department. This form satisfies the **Criminal Clearance Right to Review (CCRTR)** application processing requirement.
4. MSP/FBI criminal history reports are sent directly to the State Bar of Michigan by the Michigan State Police.

Your character and fitness cannot be completed until all records are received; therefore, record requests should be made as soon as possible; agency processing may take several weeks. We recommend that information from third parties be requested **no later than** June 1 for July examinees and January 1 for February examinees.

**MI and FBI
Criminal History
Reports**

Applicants Currently Outside of Michigan

[F-14NR/MSP RI-030](#)

All applicants are required to provide fingerprint based criminal history reports from the Michigan State Police and the FBI. The process for obtaining criminal history reports from Michigan and the FBI is as follows. **Please note that there are separate procedures for applicants in Michigan and for out-of-state applicants**

If you are living outside of Michigan **at the time of filing the Affidavit of Personal History**, you may submit a completed fingerprint card and fee to a [vendor approved by the Michigan State Police](#). The vendor will scan the provided fingerprint card and transmit your information to the Michigan State Police (MSP) for processing. An FBI fingerprint card (FD-258) and an [F-14NR/MSP RI-030](#) form are required to obtain your Michigan and FBI criminal clearances. **Both will be mailed to you by the C&F Department few weeks after your Waiver and Release has been accepted by the Character & Fitness Department.**

1. The same fingerprint card will be used to obtain criminal history records from both the MSP and the Federal Bureau of Investigation.
2. Follow all completion instructions provided with the F-14NR/MSP RI-030 form. This form is available on [Step 3](#) of the State Bar website (an FD-258 fingerprint card will be provided by Character & Fitness). **You will need 2 copies of the completed F-14NR/MSP RI-030.**
3. After completing the F-14NR/MSP RI-030 and fingerprint card, go to a local law enforcement agency in your jurisdiction, to have your fingerprints added to the card. There may be a service fee for fingerprinting. **Do not leave the card with the law enforcement agency.**
4. Mail the fingerprint card, processing fee and one copy of the F-14NR/MSP RI-030 form to the [MSP approved vendor](#) (See the F-14NR/MSP RI-030 form for instructions.)
5. Sign the duplicate copy of the F-14NR/MSP RI-030 form and submit it to the State Bar of Michigan, Attn: Character & Fitness Department. **Do not include a fingerprint card.** This form will satisfy the Criminal Clearance Right to Review (CCRTR) application processing requirement.
6. If needed, FD-258 cards are available at most police stations/posts and on the [FBI website](#).

Your character and fitness cannot be completed until all records are received; therefore, record requests should be made as soon as possible; agency processing may take several weeks. We recommend that information from third parties be requested ***no later than*** June 1 for July examinees and January 1 for February examinees.

**Third Party
Request**

OTHER STATES: Criminal History Reports

All applicants are required to provide criminal history reports from every state, including District of Columbia and other U.S. possessions, in which they have lived, worked, attended school or visited/vacationed for more than two consecutive weeks, including those states that you regularly traveled between (minimum of 14 days out of 30 consecutive days), during the ten years preceding the date of your Affidavit of Personal History.

Most states have a specific form that must be used to request records. We will mail state-specific forms to you a few weeks after your Waiver and Release has been accepted by the Character & Fitness Department.

Consult the Repository Listing to determine:

- (1) if records are provided;
- (2) the fees, if any;
- (3) the repository address; and,
- (4) if additional forms/fingerprint cards are required.

If the repository listing states, “**Fingerprints Required**”, you must submit fingerprints with your request—a name search is not acceptable.

Some states will send reports to the Applicant. You may keep a copy for your records, however, please forward *original* third-party reports to the State Bar as you receive them.

Your character and fitness cannot be completed until all records are received; therefore, record requests should be made as soon as possible; agency processing may take several weeks. We recommend that information from third parties be requested **no later than** June 1 for July examinees and January 1 for February examinees.

Supplemental Documents	STATES: Criminal History Reports <u>Not provided</u>	F-9
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There are a few states that will not release criminal history reports for bar application purposes. This information is noted on the State Records Repository chart. If you need to submit a criminal history report from a nonparticipating state, you must satisfy this requirement by completing an Affidavit of Criminal History, [Form F-9](#).

In each Affidavit (F-9) you will attest to the status of your criminal history (as defined in Questions 48 through 51 on the Affidavit of Personal History) in that state. **Each Affidavit (F-9) must be signed and notarized.**

Supplemental Documents	<u>Foreign COUNTRY</u> Criminal History Reports	F-9
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You are not required to request a criminal history report from foreign countries. **However**, you are **required** to complete Form F-9, Affidavit of Criminal History, for each foreign country in which you have lived, worked, attended school or visited/vacationed for two consecutive weeks, including those countries that you regularly traveled between (minimum of 14 days out of 30 consecutive days), during the ten years preceding the date of your Affidavit of Personal History.

In each Affidavit (F-9), you will attest to the status of your criminal history (as defined in Questions 48 through 51 on the Affidavit of Personal History) in that country. **Each Affidavit (F-9) must be signed and notarized.**

F-9 forms are available on [Step 3](#), and may be submitted with your Waiver & Release.

You are responsible for obtaining a **certified** copy of your driving record for each state (including District of Columbia, other U.S. possessions and Ontario, Canada) in which you have lived, worked, attended school or visited/vacationed for more than two consecutive weeks, including those states that you regularly traveled between (minimum of 14 days out of 30 consecutive days), during the ten years preceding the date of your Affidavit of Personal History.

Most states have a specific form that must be used to request records. We will mail state-specific forms to you a few weeks after your Waiver and Release has been accepted by the Character & Fitness Department. Applicant's only needing Michigan reports will receive request links/information via e-mail.

- **You must obtain a certified driving record even if you did not possess a driver's license or drive while in that jurisdiction.**
- **Uncertified driving records and records that are more than six months old will be rejected.**
- **Many states allow requests for driving records to be made through their websites, please note, that records printed from websites will only be accepted if they are certified.**
- **Ontario, Canada is the only foreign country from which you must submit driving records.**

Consult the Repository Listing to determine:

- (1) applicable fees;
- (2) which state-specific form should be used; and,
- (3) repository contact information (weblinks are provided for most states).

Some states will send reports to the Applicant. You may keep a copy for your records, however, please **forward original third-party** reports to the State Bar as you receive them.

Your character and fitness cannot be completed until all records are received; therefore, record requests should be made as soon as possible; agency processing may take several weeks. We recommend that information from third parties be requested **no later than** June 1 for July examinees and January 1 for February examinees.

The Character and Fitness investigation, including your responsibility to respond to correspondence from our office and timely provide information updates, will continue until your date of admission to the State Bar of Michigan. **Failure to respond to the Character & Fitness Department may result in your file being [CLOSED due to non-cooperation](#).**

Petition to re-open a closed file. Applicants must petition the Standing Committee on Character and Fitness for approval. Petitions must be notarized and include **all** outstanding documents and responses. If the Committee approves the Petition to Re-Open, the Applicant must pay a \$200 re-open fee.

Voluntary withdrawal of bar application. As circumstances warrant, an applicant may choose to “WITHDRAW” his or her Character and Fitness application (Affidavit of Personal History). A file may be withdrawn by submitting written notice to the Character and Fitness Department, via email or letter. Once written notice is received, all investigative work ceases.

Withdrawal/Transfer from Exam Date. Withdrawing your Affidavit of Personal History from the Character and Fitness process will NOT automatically cancel your seat for the Michigan bar exam. Per the Board of Law Examiners, applicants are allowed to sit one time prior to receiving Character and Fitness certification. However, applicants passing the bar exam will not be eligible to receive *Certified Official Results* until their Character & Fitness has been certified. To withdraw from the exam and/or formally “transfer” your Application to Sit from the current exam to a future exam, ***you must notify the Board of Law Examiners in writing*** (see Re-Exam and Transfer instructions). This notification will allow your reserved seat for the bar exam to be opened for another examinee.

Re-activate a withdrawn bar application. A file may be reactivated by submitting a written request to the Character and Fitness Department and paying the re-open fee, unless more than three years have passed since the date the Affidavit of Personal History was executed. In that instance, a new Affidavit of Personal History, including all fees and third-party information, will be required. **PLEASE NOTE:** Reactivated files (Affidavit of Personal History) are investigated on the same timetable as the incoming applications for the current exam, they are not expedited to the front of the line.