



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.

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

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 - Make a fingerprint scanning appointment by contacting an MSP approved Live Scan vendor (<https://www.michigan.gov/msp/services/live-scan-vendors>) 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.

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 - After scanning, the **SBM F-14/ MSP RI-030** form with your ORIGINAL signature *must be returned by mail 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

LIVE SCAN FINGERPRINT BACKGROUND CHECK REQUEST

Purpose: To conduct a civil fingerprint-based background check for employment, to volunteer, or for licensing purposes as authorized by law.

Instructions: See page two.

I. Authorizing Information							
1. Fingerprint Reason Code SB	2. Requestor/Agency ID 50P	3. Agency Name State Bar of Michigan			4. Individual ID (MNU-OA)		
II. Applicant Information: Type or clearly print answers in all fields before going to be fingerprinted.							
1a. Last Name		1b. First Name		1c. Middle Initial	1d. Suffix		
2. Any Alternative Names, Last Names, or Aliases				3. Social Security Number (Optional) <i>Information Not Required for SBM</i>			
4. Place of Birth (State or Country)		5. Date of Birth	6. Phone Number		7. Driver's License / State ID Number		8. Issuing State
9. Home Address			10. City			11. State	12. ZIP Code
13. Sex	14. Race	15. Height	16. Weight	17. Eye Color		18. Hair Color	
III. Live Scan Information							
1. Date Printed		2. Picture ID Type Presented		3. Transaction Control Number (TCN)		4. Live Scan Operator*	
* When an individual ID is provided, please enter the ID into the Miscellaneous Number (MNU) field on the Live Scan device. Select OA - Originating Agency Identifier and then enter the unique identifier in the Identification Code field.							
IV. Privacy Act Statement							
<p>Authority: Acquisition, preservation, and exchange of fingerprints and associated information by the Federal Bureau of Investigation (FBI) is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.</p> <p>Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.</p> <p>Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.</p>							
V. Procedure to Obtain a Change, Correction, or Update of Identification Records							
<p>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. (28 CFR § 16.34)</p>							
VI. Consent							
<p>I understand that my personal information and biometric data being submitted by Live Scan, will be used to search against identification records from both the Michigan State Police (MSP) and the FBI for the purpose listed above. I hereby authorize the release of my personal information for such purposes and release of any records found to the authorized requesting agency listed above.</p>							
Signature:						Date:	

INSTRUCTIONS

Section I:

Authorizing Information:

This section is to be completed by the agency authorized to request civil fingerprint-based background checks.

1. Fingerprint Code: SB

The fingerprint code identifies the authorizing purpose in law allowing the agency to request the civil fingerprint-based background check. For example, School Employment (SE), Child Protection Volunteer (CPV), Health Care employment (HC).

2. Requesting Agency Identification (ID): 50P

The requesting agency ID is assigned to your agency by the MSP. No request for fingerprinting can be completed without an agency ID. Please ensure the correct fingerprinting reason code and agency Identification is used. The MSP will charge for second requests due to incorrect codes.

3. Agency Name: State Bar of Michigan

The agency name is the legal name of the authorized agency. For schools specifically, the agency name is the name recognized by the Michigan Department of Education.

4. Individual ID (MNU-OA)

The Individual ID is a unique identifier specific to the individual requested to submit fingerprints. An ID such as a state issued licensing number, a Personnel Identification Code (PIC) number, or other similar uniquely issued identifier/number.

Section II:

Applicant Information:

This section can be completed by the authorized agency, the individual, or as a joint effort by both. Section II specifically pertains to the demographic information needed in order to obtain the biometric data of the applicant and is a unique identifier specific to the applicant.

Section III:

Live Scan Information:

This section is required to be completed by the Live Scan vendor operator and must be completed at the time of fingerprinting. After fingerprinting, the applicant shall return this signed and completed document to the requesting agency. The Live Scan operator must return a completed copy of the form to the applicant.



BAR APPLICANTS

To satisfy the Character & Fitness **CCRTR** requirement, after fingerprinting/
Livescanning, return the F-14/RI-030 form WITH YOUR SIGNATURE to:

State Bar of Michigan
Attn: C&F
306 Townsend St.
Lansing, MI 48933

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-14/ MSP RI-030** (two copies)
 - **FD-258 fingerprint card**
 - **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 **Live Scan Request Form- SBM F-14/ 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.
- Fill out the identification sections on 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** completed 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-14/ MSP RI-030** form, signed by the Applicant, *must be mailed 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

FINGERPRINT CARDS

Fingerprints are required to process a Michigan criminal history report. Fingerprinting by live scan is required for applicants in the State; however, inked prints are allowed from those not currently in the State of Michigan.

Prior to fingerprinting – You may want to locate a local livescan agency to prepare your fingerprint card by scanning and printing your fingerprints on the card. If this service is not available in your area, you must obtain inked fingerprints from a trained technician or local police agency. Note that in this situation, the local livescan agency WILL NOT transmit your prints to the Michigan State Police.

1. When making an appointment to be fingerprinted, verify the services available to you:
 - a. Do they provide fingerprint cards for out of state mailing?
 - b. If you bring a fingerprint card, are they able to print your fingerprints onto the card?
 - c. Are there additional charges for these services?

Obtain a fingerprint card - Not all livescan and fingerprinting venues will provide a fingerprint card.

1. Fingerprints on Federal Bureau of Investigation FD-258 Applicant Fingerprint Cards are accepted by Michigan.
2. Download an FD-258 Applicant Fingerprint card at this link: <https://www.fbi.gov/file-repository/identity-history-summary-request-fd-258-110120/view>
 - a. Print on standard or heavier copier paper
 - b. Use high print quality
3. **OR**, upon written request, Character & Fitness will mail fingerprint cards to you. Send an email to: CFQUESTIONSFORMS@MICHBAR.ORG, include the states needed and your mailing address. Please use: Fingerprint.Card.Request as the subject.

Complete the top portion of the card with your personal identifiers and required fields as shown on the example fingerprint card provided in this document. (See page 6 of this document.) (Personal identification field completion instructions are available on pages 12-18 of [Guidelines for Preparation of Fingerprint Cards](#)).

Complete the state specific information in the corresponding fields on your fingerprint card The prepopulated information shown in the example MUST be included on the card used for this request.

Submit the completed fingerprint card with the SBM F-14/MSP RI-030 Live Scan request form and fee to the [Live Scan agency](#) following their submission instructions.

Receiving and submitting criminal history reports. Each state has their own rules, laws and regulations on dissemination of criminal history reports. In about 10 days, the Michigan State Police will run their report, obtain the FBI report and transmit the results to Character & Fitness electronically.

1. You will know that we received the report when this requirement is no longer present on your [Status Report](#)*
2. Submit the duplicate SBM F-14/MSP RI-030 to Character & Fitness to fulfill the (CCRTR) Criminal Clearance Right to Review requirement. This document must have your original signature and be mailed to our office. (Live scan operator information is not required on this copy.)

Repositories usually process criminal history report requests within 8 weeks. Due to the processing time required, we recommend that you complete your criminal history report requests as soon as possible.

*Character & Fitness will email [Status Reports](#) to applicants with outstanding processing documentation. Reports are distributed on a timed basis, roughly every 7 weeks, until completion.

APPLICANT

* See Privacy Act Notice on Back

FD-258 (Rev. 11 1-20) 1110-0046

LEAVE BLANK

TYPE OR PRINT ALL INFORMATION IN BLACK
LAST NAME FIRST NAME MIDDLE NAME

FBI LEAVE BLANK

SIGNATURE OF PERSON FINGERPRINTED

ALIASES AKA

O
R
I

**MI920040Z
State Bar of MI
Lansing, MI**

RESIDENCE OF PERSON FINGERPRINTED

DATE OF BIRTH DOB
Month Day Year

CITIZENSHIP CTZ

SEX RACE HGT. WGT. EYES HAIR PLACE OF BIRTH POB

DATE SIGNATURE OF OFFICIAL TAKING FINGERPRINTS

YOUR NO. OCA

LEAVE BLANK

EMPLOYER AND ADDRESS
**State Bar of Michigan
306 Townsend St
Lansing, MI 48933-2012**

UNIVERSAL CONTROL NO UCN

ARMED FORCES NO. MNU

CLASS _____

REASON FINGERPRINTED
**Licensing State Bar of MI
(Michigan State Police - 50 P)**

SOCIAL SECURITY NO. SOC

REF. _____

MISCELLANEOUS NO. MNU

1. R THUMB

2. R INDEX

3. R MIDDLE

4. R RING

5. R LITTLE

6. L THUMB

7. L INDEX

8. L MIDDLE

9. L RING

10. L LITTLE

LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY

L THUMB

R THUMB

RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY