

HOW TO REQUEST MICHIGAN AND FBI CRIMINAL HISTORY REPORTS

- Applicants currently in Michigan should follow the instructions in Part A.**

- Applicants currently outside of Michigan should follow the instructions in Part B.**


PART A

Applicants currently in Michigan will need to request their Michigan and FBI criminal history reports by having their fingerprints scanned at a Michigan State Police approved facility. Currently, **Integrated Biometric Technology (IBT)** is an authorized provider for this service and a list of service locations is available on their website.

Some Michigan police stations may offer applicant scanning service; however, a list of the facilities providing these services is not available. Applicants desiring to have scanning completed at a police station, need to contact the police stations directly to obtain service and fee information.

-  1. **Contact IBT, (PH: 866-226-2952, or www.ibtfingerprint.com)** to schedule an appointment.

The State Bar's "Agency ID number" is 50P.

2. Applicants must use **Form F-14** to have their scanned fingerprints processed. You will be responsible to **pay for scanning and processing fees** at the time of your appointment. 

-  3. **Enclose a copy of your payment receipt when submitting your Affidavit of Personal History.** This will verify that you have requested these mandatory reports.

4. MSP/FBI criminal history reports will be sent directly to the State Bar of Michigan by the Michigan State Police.

PART B

Applicants currently outside of Michigan will need to have their fingerprints taken at a facility trained to take inked fingerprints, usually a police station. The completed RI-8 fingerprint card must be returned with the Affidavit of Personal History and correct fees in order for processing to begin on the application. (The Michigan State Police will also accept an FD-258 fingerprint card.)



MICHIGAN FINGERPRINT CARD (RI-8) INSTRUCTIONS

Print legibly in **black ink**, or by using a typewriter, signatures must be in black ink.

Section A: . Blocks 1-4 Complete these areas with your current information.

Section B: Blocks 5 - 7 The officer who takes your fingerprints will complete these.

..... Blocks 8 - 9 To be left blank.

..... Block 10 Bar applicant's signature in black ink.

..... Blocks 11-14 Complete these areas with your current information.

Section C: To be completed by authorized law enforcement personnel.

Section D: Blocks 15 - 27 .. Complete these areas with your current information.

..... Block 50 To remain blank unless an SID number previously assigned to you by a law enforcement agency, court or other entity.

Section E: . Block 28 "State Bar (MCL 600.949)" should be checked.

..... Search requirement "FBI & State" should be checked.

..... Sign on line below Waiver.

Section F: . Block 29 "State Bar of Michigan, Michael Franck Building, 306 Townsend,

..... Lansing, Michigan 48933" should be written in the space provided.

Section G: No additional information is required in this section.

***It is stated on the RI-8 fingerprint cards that they must be filled out with a typewriter; however, MSP will also accept fingerprint cards completed legibly in black ink.**

LIVESCAN FINGERPRINT REQUEST

Date fingerprinted: _____ Type of picture ID presented: _____

APPLICANT INFORMATION

Must provide a picture ID to be printed

Applicant Name
Last, first, middle

Date of Birth Race Sex

Applicant address

Applicant phone number

REQUESTING AGENCY INFORMATION

Agency ID: 50P Agency Name: State Bar of Michigan
(RQID)

Reason fingerprinted: *(select only one)*

SB - State Bar License, mcl 600.949

MSP Processing Fee \$49.25
as of October 1, 2007.

****Disclaimer: Any and all fingerprints processed with incorrect fingerprint codes/reasons, etc are the responsibility of the REQUESTING AGENCY. MSP will charge for second requests due to incorrect fingerprint reason. ****