

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.

HOW TO REQUEST MICHIGAN AND FBI CRIMINAL HISTORY REPORTS

PART A - Applicants currently in Michigan.

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), also known as L-1 Identity Solutions**, 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** by calling **866-226-2952**, or thru their website, **<https://mi.ibtfingerprint.com/>** to schedule a fingerprint scanning 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. MSP/FBI criminal history reports will be sent directly to the State Bar of Michigan by the Michigan State Police.



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 _____
_____ Zip _____

Applicant phone number _____

REQUESTING AGENCY INFORMATION

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

Reason fingerprinted:

SB - State Bar License, mcl 600.949 (\$49.25 + LiveScan service fee)
As of 10/1/2007

**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. **

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PART B - Applicants currently outside of Michigan.

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 and correct fee should be submitted to the State Bar of Michigan, Character & Fitness Department.



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 personnel at the law enforcement agency.

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

..... Block 50 To remain blank unless you have 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.**