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GETTING STARTED

STEP 1
Review
Instructions.

The application process begins here. After reviewing the information in this document, you will be sent electronically to the National Conference of Bar Examiners (NCBE) website in order to complete the application to sit for the Michigan bar exam, as well as the application for the character and fitness certification process. At this link, you will create a login and password which will allow you to return to the application as many times as necessary to complete the question and answer process.

STEP 2
Go to the
NCBE Website
(via Link).

There are thirteen question and answer sections in the application:

Identification
 Educational Background
 Residence History
 Employment Background
 Military Background
 Attorney Licensure
 Other Licensure
 Licensing Discipline/Unauthorized Practice of Law
 Business Involvement
 Civil Litigation
 Financial History
 Criminal History
 General Fitness

STEP 3
Print a Blank
Application.
Review Questions
and Gather
Information.

It is strongly suggested that you Print a Blank Application (<https://secure.ncbex2.org/php/ea/view.php>) to review the questions and prepare the detailed information needed to completely answer each question.

STEP 4
Answer All
Questions.

Once completed, you will print the finalized application to submit to the State Bar of Michigan with the remaining application materials. The following forms will be created on the NCBE website:

Application to Sit (F-1)
 Affidavit of Personal History (F-3)
 Residence History (F-4)
 Employment History (F-5)
 Request for Law School Certifications (F-11)
 Bar Applicant Reference (F-12)
 Submission Check List (F-13)
 LiveScan Fingerprint Request (F-14)

STEP 5
Run Final Error
Check. Make
Corrections as
Necessary.

Depending on individual responses to application questions, some applicants will also create the following forms:

Supplemental Answer Sheet (F-6)
 Criminal Supplemental Answer Sheet (F-7)

STEP 6
Finalize and Print
the Application.

Information sheets are provided with the printed application document.

STEP 7
Return to this
Document for
Completion

INSTRUCTIONS AND INFORMATION FOR THE MICHIGAN BAR EXAM APPLICATION

Under Michigan Supreme Court Rules, investigation of character and fitness is the initial responsibility of the State Bar Standing Committee on Character and Fitness, which after its investigation, forwards its recommendation to the State Board of Law Examiners. **The State Board of Law Examiners makes the final decision as to whether a particular applicant is qualified for admission to practice law in Michigan.**

DEADLINES

Do not wait until the day before the filing deadline to begin completion of the Affidavit of Personal History. Materials required for the Affidavit of Personal History must be requested from outside agencies. These outside agencies often take three weeks or more to respond to requests. Advance preparation is the best strategy in completing the bar application.

All application materials, enclosures, and required fees in proper form, must be postmarked by November 1 (for the February examination) or March 1 (for the July examination) and sent to the following address:

State Bar of Michigan
Attention: Character & Fitness
Michael Franck Building
306 Townsend Street
Lansing, MI 48933-2083

Application materials will be accepted when accompanied by late filing fees if postmarked between November 2 through December 15 for the February examination, and between March 2 through May 15 for the July examination. Only when November 1 or March 1 falls on a Sunday will applications postmarked on the 2nd day of the month be accepted without late fees.

Applications postmarked after December 15 for the February examination or after May 15 for the July examination will not be accepted.

TIMELY CERTIFICATION

Completion of character and fitness certification is directly affected by your cooperation in promptly providing requested information. A certification of the requisite character and fitness is valid for three years. If you are not approved for admission by the State Board of Law Examiners within that time, you may have to retake the bar examination, be recertified for character and fitness, and/or pay additional fees. If your character and fitness certification expires, you will be required to complete a new Affidavit of Personal History and pay all applicable fees.

RELEASE OF BAR EXAM RESULTS

The State Board of Law Examiners will not release official bar examination results to any applicant unless (a) the applicant's law school has certified to the Board that the applicant has graduated, (b) the applicant has been approved as to character and fitness, and (c) the applicant has received a passing score on the Multistate Professional Responsibility Examination (MPRE). Bar exam results, if successful, are valid for three years.

CONTACT C & F STAFF

For questions about the Affidavit of Personal History, criminal history reports, driving records, references, law school character and fitness certification, investigations and character and fitness hearings, contact:

State Bar of Michigan
Attention: Character & Fitness
Michael Franck Building
306 Townsend Street
Lansing, MI 48933-2083
(517) 367-6510 / Fax: (517) 346-6323
or send an E-Mail to:
cfquestionsforms@mail.michbar.org

Last Name **A-K** 517-346-**6349**
Last Name **L-Z** 517-346-**6382**

INCORRECT MATERIALS

With the exception of applications received as described under the section: Rejected Application Materials; applications that do not comply with the minimum requirements, as listed below, will be returned to the applicant for corrections. Returned applications must be corrected and postmarked by the deadline given in the accompanying letter. *There will be no extensions of this deadline.*

REQUIRED FOR APPLICATION TO BE RECEIVED AS TIMELY BY THE STATE BAR OF MICHIGAN

1. Complete the Application to Sit (F-1) and answer every question

2. Complete the Affidavit of Personal History (F-3) and answer every question.

3. Sign, date and notarize the Affidavit of Personal History in blue ink.

You must sign and date the Affidavit in front of a notary, and your signature must be dated the same as your notary's signature.

4. Applicable Fees.

The "exam fee" and "investigation fee" must be submitted on separate money orders, cashier's checks or certified checks. Personal, corporate or unsigned checks will not be accepted. **All fees are non-refundable.**

APPLICATION UPDATES

Your answers on the Affidavit of Personal History are considered as continuing to be true until the date of your admission to the State Bar of Michigan. If any answer or portion of an answer ceases to be true, you have a continuing obligation to immediately inform the Standing Committee on Character and Fitness. All updates must be submitted in writing.

REJECTED MATERIALS

Filing deadlines are strictly enforced. The Board of Law Examiners will only accept applications for examination (F-1 form) that are complete in all respects by the late application deadline (December 15 for the February exam and May 15 for the July exam). This includes having the correct form of payment. The Board of Law Examiners will accept only money orders, cashier's checks, or certified checks.

APPLICATIONS NOT MEETING THIS REQUIREMENT WILL BE REJECTED AND ADDITIONAL TIME TO CORRECT THE DEFECT BEYOND THE LATE APPLICATION DEADLINE WILL NOT BE GRANTED. IF THE CORRECT FORM OF PAYMENT IS NOT POSTMARKED BY THE LATE APPLICATION DEADLINE, YOU WILL NOT BE ALLOWED TO TAKE THE BAR EXAMINATION.

CONTACT BOARD OF LAW EXAMINERS

For questions about the bar examination, MPRE, MBE, special accommodations requests, exam seating assignments and the release of bar exam results please contact:

State Board of Law Examiners

P.O. Box 30052
Lansing, MI 48909
(517) 373-4453

For additional admission information:
<http://courts.michigan.gov/supremecourt/BdofLawExaminers>

FEES

Materials will be rejected and returned to you without processing if the fees submitted are incorrect and for failure to submit separate checks (fingerprint - if applicable, investigation and examination). Personal and corporate checks are not accepted. *All fees are non-refundable.* The postmark on your application determines the amount of fees due. Please refer to the fee schedule shown below:

Examination Fee: (payable to State of Michigan)

Applications of first-time examinees postmarked by 11/01 (Feb. exam) or 03/01 (July exam)	\$340
Applications of first-time examinees postmarked 11/02 through 12/15 (Feb. exam) or 03/02 through 05/15 (July exam)	\$440
Application for Re-examination	\$240
Transfer Fee (from one exam to another without sitting)	\$100

Investigation Fee: (payable to State Bar of Michigan)

Applications of first-time examinees postmarked by 11/01 (Feb. exam) or 03/01 (July exam)	\$225
Applications of first-time examinees postmarked 11/02 through 12/15 (Feb. exam) or 03/02 through 05/15 (July exam)	\$325
Applications of re-examinees whose character and fitness certification is three years old	\$225

Fingerprint Processing Fee (RI-8): (payable to State of Michigan)

This fee is submitted with your application **only** if you are not currently in Michigan and have been fingerprinted on an RI-8 or FD-258 fingerprint card. If your fingerprints were scanned, this fee was collected by the scanning service provider.

Fee	\$49.25
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Administrative Fees: (payable to State Bar of Michigan)

Reopening Fee (withdrawn or closed files)	\$200
File Copy Fee (charged to those requesting an electronic copy of their C&F file)	\$20

THE MICHIGAN BAR EXAM

Information from the Board of Law Examiners

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION

Prior to admission by examination, an applicant must successfully pass the Multistate Professional Responsibility Examination with a scaled score of 85 (as of the July 2009 bar exam) as determined by the National Conference of Bar Examiners (**NCBE**). An applicant need not have graduated from law school in order to take the MPRE and the MPRE may be taken an unlimited number of times. A passing MPRE score is good indefinitely. An applicant need not have passed the MPRE prior to sitting for the exam the first time.

Arrangements to take the MPRE must be made directly with the National Conference of Bar Examiners. The MPRE is given at various test centers around the United States (including Michigan) in March, August and November. MPRE applications may be available at your law school, or you can contact the **National Conference of Bar Examiners, MPRE Application Department** at (319) 341-2500.

EXAMINATION FEE

A fee is required for each examination you take. The fee must be paid by certified check or money order payable to "State of Michigan" and enclosed with your application. **Fees are not refundable.** (Refer to the fee schedule on [page 5](#).)

SPECIAL ACCOMMODATIONS

Applicants with disabilities in need of special arrangements must obtain a Special Accommodations Questionnaire and Affidavit from the BLE.

The Questionnaire and required documentation must be returned to the BLE postmarked no later than December 15 for the February examination and May 15 for the July examination. No requests for special arrangements will be accepted after December 15 for the February examination or after May 15 for the July examination.

EXAM ADMISSION & LOCATION

Applicants will receive further information about the bar examination and an admission certificate to the examination from the BLE after the first week of the month of their scheduled examination.

The list of subjects tested on the essay portion of the examination can be found in **Board of Law Examiners, Rule 3**.

The MBE Information Booklet may be downloaded on the The National Conference of Bar Examiners website: <http://www.ncbex.org/multistate-tests/mbe/> The information booklet provides a description of the MBE, outlines of the subject matter covered, and representative sample questions

The exams are conducted at **Michigan State University, East Lansing, MI**, on the last Tuesday and Wednesday of the month: February exam - Kellogg Center.; July exam - Jack Breslin Student Events Center.

RE-EXAM AND TRANSFER

Applicants for re-examination, or those who wish to transfer to another examination, should notify the **State Board of Law Examiners in writing** at least 60 days prior to the exam for which they wish to sit.

All examinees who were previously unsuccessful must complete an Application for Re-examination, which the applicant would have received with their official results. If you misplace your Application for Re-examination form, you must submit a written request for a duplicate to the BLE.

RELEASE OF EXAM RESULTS

The State Board of Law Examiners will not release certified bar examination results to any applicant unless: (a) the applicant's law school has certified to the Board that the applicant has graduated; (b) the applicant has been approved as to character and fitness; and (c) the applicant has received a passing score on the MPRE.

An applicant is not eligible to register for a future bar exam if they have not received certified bar exam results from the BLE.

The forms discussed on the following pages, will be generated using the information you enter on the electronic application. After reviewing this document, please [click here](#) to begin the electronic application.

APPLICATION TO SIT - F-1

The Application to Sit for the Michigan Bar Examination (**Form F-1**) is used by the State Board of Law Examiners (**BLE**) to enroll first-time applicants for the Michigan bar examination. All first-time examinees must complete the Application to Sit for the Michigan Bar Examination (Form F-1). Please, do not submit this form as a double-sided copy or on more than one page.

The Application to Sit (Form F-1) and applicable fee are to be returned to the State Bar of Michigan with your completed application packet. Fee information is on page 5 of these instructions.

MULTISTATE BAR EXAM - F-2

If you have not taken the MBE for a prior bar exam, you do not need to complete this form or turn it in with your completed application packet.

You may transfer the scaled MBE score you achieved in another jurisdiction during the immediately preceding three years; **however**, the other jurisdiction must certify to the BLE:

- The date you took the MBE.
- That you passed the entire bar examination of which that MBE was a part.
- The MBE scaled score you achieved.
- That the jurisdiction which administered that MBE affords a reciprocal transfer right to Michigan residents seeking admission to the bar of that jurisdiction.

You are responsible for having information from another jurisdiction certified to the BLE. Use **Form F-2** for this purpose. See Step 3 for this form.

You must also notify the BLE **by letter - - fax and email are not accepted - - to the Board**, P.O. Box 30052, Lansing, MI 48909, of your intent to transfer your MBE score, no later than May 15 for the July examination and December 15 for the February examination. **This written notice of intent to transfer an MBE score is a necessary precondition to perfect your right to transfer your MBE score to Michigan.**

CHARACTER & FITNESS CERTIFICATION

The Affidavit of Personal History (**Form F-3**) is used by the State Bar Standing Committee on Character and Fitness to determine your fitness to be recommended for admission to the Bar under **Rule 15, Supreme Court Rules Concerning the State Bar of Michigan** and **Board of Law Examiners, Rule 2**. Additional information, a personal interview, or a formal hearing may also be required. District Committee interviews, when required, are generally scheduled in March and April for the February examination, and in August and September for the July examination. Failure to appear for an interview may result in an adverse recommendation or your file being closed. Refer to Rule 15, Supreme Court Rules Concerning the State Bar of Michigan and **Standing Committee Rules of Procedure** for more information.

AFFIDAVIT OF PERSONAL HISTORY F-3

Each question must be answered. If there are unanswered questions, your filing materials will be rejected and returned to you without processing. Answer each question carefully and with complete truthfulness and candor, disclosing all requested information.

Do not rush through the Affidavit questions or leave filing to the last deadline.

Until the date of your admission, you have a continuing obligation to inform the Standing Committee on Character and Fitness if any of the answers on your Affidavit of Personal History change or cease to be true. If events occur after your application materials are submitted which would change an answer to any Affidavit question, you must promptly amend and supplement your Affidavit by submitting the new information in writing. Misrepresentations and nondisclosures on the Affidavit may be considered a more reliable indicator of present character and fitness than difficulties that occurred in the past.

If, for any reason, you object to answering any question on the Affidavit of Personal History, you should attach to your Affidavit a cover letter addressed to the attention of the Chairperson, Standing Committee on Character and Fitness, citing the specific legal grounds for the objection and ask for a ruling.

PROPERLY EXECUTE THE AFFIDAVIT OF PERSONAL HISTORY BEFORE A NOTARY

Once the Affidavit of Personal History is finalized, take your complete APH to a notary public. Show the notary picture identification proving your identity. Read, sign, and date the statement on the last page of the Affidavit (Form F-3) in front of the notary. The notary must sign, date and include his or her commission expiration date on the document.

THE NOTARY MUST WITNESS YOU SIGN AND DATE THE STATEMENT. If your Affidavit is not properly executed and notarized, your application materials will be rejected and returned to you without processing.

Do not use staples or otherwise bind your application materials.

RESIDENCE HISTORY - F-4

QUESTION 22

Provide each residence at which you have lived, for a period of two weeks or more, since age 16. Include all addresses used for schooling, business, or any other temporary purposes (2 weeks or more), and the time period that those addresses were used. All dates should be entered in month/year to month/year format (MM/YR to MM/YR). This form will print your residence history in reverse chronological order

What if you cannot remember the complete address for your residence history?

Please be as specific as possible by providing all available information to the best of your recollection. For example, if you do not recall the dormitory or apartment number for a previous residence, indicate the street address or dormitory name with the city and state. Do not provide mailing addresses (such as post office boxes), but rather the addresses of the places where you actually resided.

EMPLOYMENT HISTORY - F-5

QUESTIONS 23/24

Provide all part-time and full-time employment, as well as periods of unemployment. Additionally, list all internships, externships and volunteer work you have performed on at least a part-time basis for a period of two weeks or more, and designate same by checking

the box located between the dates and employer. Account for all time since high school graduation. Supply the physical address of your employer, where it was located at the time you were employed, not the address of corporate headquarters. All dates should be entered in month/year to month/year format (MM/YR to MM/YR). This form will print your employment history in reverse chronological order

What if you cannot remember the complete address for your employment history?

Please be as specific as possible by providing all available information to the best of your recollection.

What if you cannot remember all of your employment history?

The Social Security Administration, past resumes, and tax records are all good research resources.

SUPPLEMENTAL ANSWER SHEET F-6

The F-6 may be used whenever you feel that a response needs further explanation and to provide updates to your application after it has been submitted to the State Bar.

If you do not use this form, it does not need to be returned with your application.

CRIMINAL SUPPLEMENTAL ANSWER SHEET - F-7

QUESTIONS 48-51

Use this form to provide the information required for all positive responses to any question in Part XII - Criminal History. A separate form should be used for each incident.

Detailed information required for each incident includes the following:

Date of Arrest/Incident

Underlying Factual Circumstances

Issuing and/or Arresting Agency, including complete mailing address

Nature of Charges

Court, including complete mailing address

Sentencing Information, including plea entered

Terms of Probation, including probation officer's identity

If you do not need to use this form, it does not need to be returned with your application.

LAW SCHOOL CERTIFICATION F-11

The Request For Law School Certification form letter (**Form F-11**) is used to request that your law school certify both your graduation and your character and fitness. You must have a character and fitness certification from every law school you have attended, including those at which you were a guest student or enrolled only for summer or foreign study. This form is generated from the information entered for Question 19, Part II Educational Background. If you entered a law school in response to Question 20, you will need to print an F-11 from the State Bar website (Step 3) and complete it manually.

The law school(s) will send a letter certifying your character and fitness to the State Bar of Michigan and, when applicable, a letter certifying your graduation to the State Board of Law Examiners. The State Board of Law Examiners will release the results of your bar examination only if certification of your law school graduation has been received.

REFERENCE LETTERS - F-12

You are required to list the names of five individuals who have known you for five years or longer (APH Question 56). Your relatives, through blood or marriage, may not serve as a reference; however, your references may be related to each other. You must supply a written explanation if a reference person has not known you for the required five-year time period, and ask for a waiver of that requirement (the F-6 may be used for the waiver request).

Reference letters forms will print with your completed application, however, we WILL accept F-12 forms printed from the State Bar of Michigan website (Step 3), that do not include a barcode at the bottom of the page. Insert your name and the name of your reference person on each **F-12 form**, and distribute them to your references.

Reference letters may be returned to you for forwarding to the State Bar of Michigan, or sent to us directly by the reference writer. Only reference letters with original signatures will be accepted; to verify this, references must sign their letter in BLUE INK. Do not delay submitting your Affidavit of Personal History waiting for reference letters.

SUBMISSION CHECK SHEET - F-13

This form prints with your “finalized” application and is provided as a checklist for the third party and supplemental information required to complete your application to the State Bar of Michigan. Review all items on the check list to verify that you have completed and supplied all required information and the fees are correct. The **F-13** form does not need to be returned with your application.

Incomplete applications and incorrect fees will result in your application being returned to you without processing.

You may forward third party information, such as, criminal history and driving records, to the Character & Fitness Department as soon as they are received by you. Please note that you must send the original report.

You are responsible for following-up with third parties and retaining copies of your correspondence to ensure that all materials are received timely. Keep our office informed in writing of problems and explanations for delay.

Please see STEPS 3, 4 and 5 for additional information, <http://www.michbar.org/professional/byexam.cfm>

ADDRESS OF RECORD

The **State Board of Law Examiners** will mail all correspondence to the applicant’s **permanent** address (as reported on the F-1). Promptly notify the BLE of permanent address changes in **writing** - - **fax and email are not accepted:**

State Board of Law Examiners
PO Box 30052
Lansing, MI 48909

The **State Bar of Michigan** will mail correspondence to the applicant’s **current** address (F-3). Additionally, for routine inquiries, the Character & Fitness staff may use the e-mail address provided on the Affidavit of Personal History, (Question 3). Promptly notify the C & F Department of current address changes by mail:

State Bar of Michigan
Attn: Character & Fitness
306 Townsend St.
Lansing, MI 48933

or email: cfquestionsforms@mail.michbar.org

WRAPPING IT UP

STEP 8
Complete
Questions 57 on
the Affidavit of
Personal History

You must complete question 57 on the Affidavit of Personal History (APH) after the APH has been printed. **DO NOT SIGN YOUR APPLICATION PRIOR TO HAVING IT WITNESSED BY A NOTARY.**

STEP 9
Sign and Notarize
the Application

Prepare the application for mailing and include the proper fees. Details are on the following pages. If needed, third party information can be sent in separately.

STEP 10
Return to SBM
Website to Com-
plete Application
Process

Michigan and FBI criminal history reports are required from all applicants. In state applicants will fulfill this requirement by using a LiveScan service in Michigan. Out of state applicants will need to be fingerprinted and submit the fingerprint card and corresponding fee to the Character & Fitness Department. We will forward the card and fee to the Michigan State Police for you. Note that this is the only fingerprint card that should be sent to our office. See the detailed instructions on the following pages.

STEP 11
Fees and Mailing

The instructions on obtaining criminal and driving records from other states/countries, as well as, the repository listings, including form, fee and address information for each state, are located on the following pages. These forms are provided to assist you in obtaining the required reports (www.michbar.org, See Step 3). Note that not every form will need to be used by every applicant.

STEP 12
Michigan &
FBI Criminal
Clearance

Request for Out-of-State Criminal History Report (F-8)

Affidavit of Criminal History (F-9)

Request for Certified Driving Record (F-10)

Livescan Fingerprint Request (F-14)

Clearance Forms Request

STEP 13
Other Criminal
History and
Certified Driving
Records

State-specific forms are available from the Character & Fitness Department. You may submit a Clearance Forms Request by fax, with your application, or send an email to: cfquestionsforms@mail.michbar.org, include your mailing address and list of states for which you need forms. Once you receive the criminal and driving forms from the State Bar of Michigan, send out your requests as soon as possible. These reports are required to complete your character and fitness review. Please note that reports over 6 months old will not be accepted.

STEP 14
Distribute
F-11, F-12,

If you receive repository information that differs from what we have listed, please forward it to our office with your report. We appreciate your assistance with keeping the repository listings current.

Distribute your Reference Letter forms to your references. Completed reference forms may be returned with your application, or sent in separately (by you or the reference). The Law School Certification form(s) should be mailed or delivered to the law school registrar as soon as possible. Michigan law schools, in particular, are familiar with this form and will know exactly what to send to whom.

STEP 15
Updates and
Supplements
Status Letters

Send application updates and third party information to the Character & Fitness Department at the State Bar of Michigan.

Applicants with incomplete supplemental information/reports will receive a status letter within 3-5 months of applying. A written response, addressing missing information, is required.

DRIVING RECORDS & CRIMINAL HISTORY REPORTS

Forms F-8, F-9, F-10, F-14

MICHIGAN/FBI CRIMINAL HISTORY REPORTS

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.

Additionally, you are responsible for providing a criminal history 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.

Note: An explanation of the circumstances causing travel between states/countries must be provided on a separate Form F-6.

Note: Ontario, Canada is the only foreign country from which you must submit driving records.

Forms F-8, F-9, F-10 and F-14, (located on Step 3), together with the driving and criminal record repository listings can be used to obtain criminal and driving reports. However, some states require specific forms to be used, these are noted on the repository listing for each state. A Clearance Form Request, located at the end of this section, can be used to obtain state-specific forms from the Character & Fitness Department. You may also send an email, including the states for which you need forms and your mailing address, to cfquestionsforms@mail.michbar.org.

TO OBTAIN THESE REQUIRED RECORDS, PLEASE READ THE FOLLOWING INSTRUCTIONS.

Please note: criminal and driving reports will be rejected if issued more than 6 months prior to the date of the Affidavit of Personal History (F-3) notarization.

All applicants are required to provide criminal history reports from the Michigan State Police and the FBI **regardless** if they have lived, worked, attended school or visited/vacationed in Michigan for more than two consecutive weeks during the preceding ten years. Your application will not be complete until all required criminal history records, and Affidavits, as applicable, are received. The process for obtaining criminal history reports from Michigan and the FBI is as follows:

Please note that there are two different procedures, one for applicants in Michigan and one for out-of-state applicants.

LIVESCAN FINGERPRINT - F-14

This is the form to be used by applicants physically in Michigan to obtain Michigan State Police and FBI criminal history clearances. Applicants outside of Michigan are to use the MSP RI-8 fingerprint card (or an FD-258 FBI fingerprint card).

Effective June 2005, the Michigan State Police implemented new fingerprint processing procedures. Criminal history reports are no longer processed for people with Michigan addresses using inked fingerprint cards. The following procedure is for applicants, **with a Michigan address at the time the Affidavit of Personal History is submitted**, to request their Michigan and FBI criminal history reports.

1. **Contact Integrated Biometric Technology (IBT)** for a fingerprint scanning appointment (866-226-2952 or <https://mi.ibtfingerprint.com>). A list of service locations is available on their website. You will need the information on **Form F-14** to schedule your appointment.
2. Use **Form F-14** to have your fingerprints scanned. You will be responsible to **pay for scanning and processing fees** at the time of your appointment. (This form is available at Step 3.)

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

MICHIGAN/FBI CRIMINAL HISTORY REPORTS

**MSP and FBI Clearances- Applicants
without a Michigan address.**

If you are living outside of Michigan **at the time this Affidavit of Personal History is filed**, rather than coming to Michigan to be scanned, you may submit a completed fingerprint card and processing fee to the Character & Fitness Department and we will forward your information to the Michigan State Police.

The Michigan State Police will not process fingerprint cards referencing a Michigan address.

1. The Michigan State Police will process criminal history reports with a Michigan fingerprint card (RI-8) or an FBI fingerprint card (FD-258). RI-8 cards may be requested from the Character & Fitness Department. Fax the Clearance Forms Request to 517-346-6323 or E-mail cfquestionsforms@mail.michbar.org. The FD-258 cards are available at most police stations/posts and on the FBI website: <http://www.fbi.gov/about-us/cjis/background-checks/standard-fingerprint-form-fd-258>.

The same fingerprint card will be used to obtain criminal history records from both the Michigan State Police and the Federal Bureau of Investigation.

2. Using only black ink or type, complete **ALL** personal identifying information **on both sides** of the fingerprint card. **Fingerprint cards that are incomplete, illegible, folded or completed in other than black ink will be rejected by the agency processing the prints and your application will be substantially delayed while awaiting and processing replacements.**

3. After completing the fingerprint card, take it to a local law enforcement agency in your jurisdiction and have your fingerprints added to the card. There may be a fee for the fingerprinting service.

Do not leave the card with the law enforcement agency; it must be submitted, with the fee, to the Character & Fitness Department, State Bar of Michigan, 306 Townsend St, Lansing, MI 48933.

The State Bar of Michigan will forward the fingerprint card and fee to the appropriate agency. Criminal history reports are returned directly to the State Bar of Michigan.

CRIMINAL HISTORY REQUEST (STATES OTHER THAN MICHIGAN) F-8

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.

Consult the State Record Repository chart to determine:

- (1) whether records are provided;**
- (2) the fees, if any;**
- (3) where the request must be sent; and,**
- (4) additional required forms/fingerprint cards.**

If the instructions state **“Fingerprints Required”**, you must submit fingerprint cards with your request—a name search is not acceptable.

The **F-8 form** is provided for your convenience. Some states have their own specific form that you must use when requesting records, others do not. State-specific request forms or additional fingerprint cards may be available from the State Bar of Michigan. **To request state forms:**

- (1) Fax the Clearance Forms Request (available at the end of this section) to 517-346-6323;**
- (2) E-mail cfquestionsforms@mail.michbar.org;**
or,
- (3) Contact the state repository directly.**

DRIVING RECORDS - F-10

REQUEST FOR CERTIFIED DRIVING RECORDS

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. With the exception of Ontario, Canada, you are not required to request a driving record from foreign countries.

You must obtain a certified driving record even if you did not possess a driver's license in that jurisdiction.

Uncertified driving records, and records that are more than six months old will be rejected.

Many states allow requests for certified driving records to be made through their websites, however, please note that records printed off of websites will not be accepted, as they are not certified.

Make record requests as soon as possible; agency processing may take several weeks.

The F-10 form is provided to request certified driving records from states that do not have their own specific form for this purpose. Those states are designated on the Repository listing (see Step 3). Not all applicants will need to use Form F-10.

Consult the [State Record Repository](#) chart to determine:

- (1) applicable fees;
- (2) which forms are required for record request; and,
- (3) repository contact information. Weblinks are provided for most states.

Always use the state-specific form if one is available.

State-specific request forms may be available from the State Bar of Michigan.

Your character and fitness can not be completed until all records are received, therefore, record requests should be made as soon as possible; agency processing may take several weeks. However, records submitted that are more than six months old will not be considered current and will be rejected.

Please note that third party information, such as criminal history reports, does not need to be submitted with your bar application. These reports should be sent to the State Bar as you receive them.

Not all applicants will need to use Form F-8.

CRIMINAL HISTORY AFFIDAVIT

F-9

STATES: CRIMINAL HISTORY REPORTS NOT PROVIDED

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.**

FOREIGN COUNTRY CRIMINAL HISTORY REPORTS

With the exception of Canada, 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.**

REQUEST FOR CERTIFIED DRIVING RECORDS

How to request state forms from the State Bar of Michigan:

- (1) Fax the [Clearance Forms Request](#) to 517-346-6323; or,
- (2) E-mail cfquestionsforms@mail.michbar.org

OTHER LICENSURE/ APPLICATIONS

CERTIFIED COPIES AND CERTIFICATES OF GOOD STANDING

If you have ever applied to practice law or to take a bar examination in any other jurisdiction, including the Federal courts or the US Patent and Trademark office, you must request a certified or authenticated copy of all such applications.

You must request that the licensing agency forward a certified or authenticated copy of your application directly to the Character & Fitness Department at the State Bar of Michigan. If the application is no longer on file with the licensing agency, the agency with record-keeping responsibility must provide a statement to this effect.

The same procedure applies to Certificates of Good Standing. If you have ever been licensed to practice law in any other jurisdiction, including the Federal courts or the US Patent and Trademark office, you must request that each jurisdiction mail a Certificate of Good Standing, together with a statement either certifying that you have no discipline record or describing in detail any discipline record and pending charges, directly to the Character & Fitness Department.

***** INCLUDE A POSTCARD *****

You may not receive correspondence from the State Bar of Michigan for several months after you file your application. To confirm receipt of your application materials, send them by certified mail, return receipt requested, and/or include a postage-paid, self-addressed postcard that will be date-stamped and returned to you.

UNUSED FORMS

Some forms are provided for your convenience and will not be used by all applicants. **PLEASE DO NOT** submit blank/unused forms or instruction sheets with your bar application.

- F-2 Transfer MBE Score
- F-6 Supplemental Answer Sheet
- F-7 Criminal Supplemental Answer Sheet
- F-8 Request for Out-of-State Criminal History Report
- F-9 Affidavit of Criminal History
- F-10 Request for Certified Driving Record
- F-13 Submission Check List
- F-14 Livescan Fingerprint Request

EXAM & INVESTIGATION FEES

The Exam and Investigation fees must be paid by **certified check or money order**.

PERSONAL AND BUSINESS CHECKS WILL NOT BE ACCEPTED. Your entire application will be returned to you unprocessed. And depending on the receipt date, you may not be allowed to sit for the exam, due to untimely filing.

Please do not staple, comb bind or double-side copy your application.

MAIL YOUR ENTIRE APPLICATION AND SUBSEQUENT UPDATES TO:

State Bar of Michigan
Attention: Character & Fitness
Michael Franck Building
306 Townsend Street
Lansing, MI 48933-2012