

# INSTRUCTIONS AND INFORMATION

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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 (option on NCBE Application Home Page) 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)

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

**STEP 6**  
Finalize and Print  
the Application.

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 7**  
Return to this  
Document for  
Completion

Information sheets are provided with the printed application document.

# 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](mailto: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.*

**1. Complete the Affidavit of Personal History and answer every question.**

**2. 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. The notary must stamp or seal the last page of the Affidavit (F-3).

**3. Criminal History.**

Details on obtaining a Michigan and FBI criminal history report are on page 11 of these instructions. Applicants currently in Michigan must submit a copy of their fingerprint scanning receipt, and those outside of Michigan must submit a fingerprint card and processing fee with their initial bar application.

*Please Note: With the exception of the RI-8 or FD-258 fingerprint cards for the Michigan criminal history reports, all criminal and driving history requests are to be submitted directly to the record holding entity by the applicant.*

**4. Applicable Fees.**

Send 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 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 30104

Lansing, MI 48909

(517) 373-4453

or send an E-Mail to:

**[BLE-Info@courts.mi.gov](mailto:BLE-Info@courts.mi.gov)**

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. 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.....	\$200
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
Per Copy Fee (charged to those requesting copies from C&F file) .....	30¢

# 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 75 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. Once an applicant passes the MPRE with a scaled score of 75 or better (this requirement will be a minimum of 85 beginning with the July 2009 bar exam), the 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 via the Free Publications link on The National Conference of Bar Examiners website at [www.ncbex.org/multistate-tests/mbe/](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 - Breslin 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 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 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.**

## 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.

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.

You must also notify the BLE **by letter - - fax and email are not accepted - - to the Board**, P.O. Box 30104, 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 complete and all Supplemental Answer Sheets and other required materials are attached, take all materials 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**

Indicate in reverse chronological order each residence at which you have lived, for a period of two weeks or more, since age 16. Begin with your current residence. Include all addresses used for schooling, business, or any other temporary purposes, 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).

**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**

Indicate in reverse chronological order 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. Begin with your most recent status, and 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).

**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 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.

Make a copy of the blank form for every law school you have attended, then fill out each form and send one to each law school. The law school will send a letter certifying your character and fitness to the State Bar of Michigan and a letter certifying your graduation to the State Board of Law Examiners, if applicable. The State Board of Law Examiners will not release official results of your bar examination unless your law school has certified your graduation.

## 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.

Insert your name and the name and address of your reference person on each **F-12 form**, and give 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 while awaiting a reference letter, but it is your responsibility to see that the reference letters are submitted to the State Bar of Michigan in a timely manner.

## SUBMISSION CHECK SHEET - F-13

This form is supplied as a final check before submitting 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 criminal history and driving records to the Character & Fitness Department as soon as it is received by you. Please note that you must send the original report.

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

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.

## ADDRESS OF RECORD

The **State Board of Law Examiners** will mail all correspondence to the applicant's **permanent** address.

The **State Bar of Michigan** will mail correspondence to the applicant's **current** address, and if an E-Mail address is provided by the applicant on the Affidavit of Personal History (Question 3), routine inquiries may be sent to that address by Character & Fitness staff.

It is the responsibility of the applicant to send prompt **written** - - **fax and email are not accepted** - - notification to the BLE of any change of permanent address, and to the Character & Fitness Department of any change of current address.

## WRAPPING IT UP

**STEP 8**  
**Complete**  
**Questions 57 & 58**  
**on the Affidavit of**  
**Personal History**

You must complete questions 57 and 58 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**  
**Return to SBM**  
**Website to Com-**  
**plete Application**  
**Process**

You are required to submit criminal history reports and certified driving records. The following pages contain instructions, forms and address information to obtain these reports. State-specific forms are available from the Character & Fitness Department; you may submit a Clearance Forms Request by fax or with your application.

**STEP 10**  
**Michigan &**  
**FBI Criminal**  
**Clearance**

In order to submit your application, you must have proof of fingerprinting for the Michigan/FBI criminal clearance. In-state applicants will do this by fingerprint scanning. Make an appointment for scanning as soon as possible as a copy of your scanning receipt must be submitted with your application.

Out of state applicants will need to be fingerprinted and submit the fingerprint card and corresponding fee with their application. See the detailed instructions on the following pages.

The following forms are provided to assist you in obtaining the required reports. Not every form will need to be used by every applicant.

**STEP 11**  
**Sign and Notarize**  
**the Application**

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 12**  
**Fees and Mailing**

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 13**  
**Other Criminal**  
**History and**  
**Certified Driving**  
**Records**

Once you receive the criminal and driving forms from the State Bar of Michigan, send out your requests as soon as possible. Your character and fitness will not be completed until all reports have been received.

**STEP 14**  
**Distribute**  
**F-11, F-12,**

Distribute your Reference Letter forms to your references. They 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 used to receiving 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.

Status letters are mailed to applicants within 3 months of applying. You will need to respond to this letter immediately to address any missing requirements.

## DRIVING RECORDS & CRIMINAL HISTORY REPORTS

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

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.

These reports can be obtained by using the F-8, F-9, F-10 and F-14 forms together with the driving and criminal record repository listings on the website: [www.michbar.org](http://www.michbar.org).

A form to be used for requesting official repository clearance forms is at the end of this section.

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

## MICHIGAN/FBI CRIMINAL HISTORY REPORTS

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.
3. **Enclose a copy of your payment receipt, including the TCN number, when submitting your Affidavit of Personal History.**

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 with your application.

**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](mailto:cfquestionsforms@mail.michbar.org). The FD-258 cards are available at most police stations/posts.

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

**The completed fingerprint card and fee must be submitted to the State Bar of Michigan with your application.**

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 your Affidavit of Personal History.**

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.

**If a completed fingerprint card and correct fee, or fingerprint scanning receipt, are not received with your Affidavit of Personal History, your application materials will be rejected and returned to you without processing.**

## 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](mailto:cfquestionsforms@mail.michbar.org);  
or,
- (3) Contact the state repository directly.

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, do 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.**

## 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. 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.**

## 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](mailto:cfquestionsforms@mail.michbar.org)

**STATE RECORD REPOSITORY CHARTS :  
WWW.MICHBAR.ORG/PROFESSIONAL/  
BAR EXAM.CFM**

## 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.

## UNUSED FORMS

Some forms are provided for your convenience and will not be used by all applicants. Blank/unused forms should not be submitted 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-14 Livescan Fingerprint Request

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

You may not receive correspondence from the State Bar of Michigan for six to eight weeks 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.

## MAIL YOUR APPLICATION

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