

To Request a Copy of an Applicant's Character & Fitness File

Instructions

Complete copies of an applicant's character and fitness file are available upon written request to the applicant or applicant's counsel only. Applicant's counsel must have a letter of representation on file with the Character & Fitness Department prior to receiving a file copy.

The copy charge is \$20.00 and records are provided on a CD in PDF format. Please use the attached request and payment form to request records.

Character & Fitness records contain confidential and sensitive information and therefore all requests must be signed by the applicant or applicant's counsel.

Timing.

Upon receipt of payment, most requests are filled within 7 business days.

Payment.

You may submit payment by credit card, check or money order. On the attached form, please fill in the "Total" line (\$20.00 per CD), indicate payment type, and complete credit card information if required. Orders can be faxed to: (517) 346-6365, or mailed to: The State Bar of Michigan, Attn: Finance Department, 306 Townsend St., Lansing, MI 48933.

Questions.

If you have questions about this form, request procedure or to check on the status of your request, please call the Character & Fitness Department at (517) 367-6510.

**Please fax or mail request to: State Bar of Michigan,
Attn: Finance Department
306 Townsend St., Lansing, MI 48933**

Fax: (517) 346-6365

