

APPLICANTS NOT CURRENTLY IN MICHIGAN

Procedure to obtain State of Michigan and Federal Bureau of Investigation criminal history reports for the Michigan bar exam application process.

1

- You will need:
 - **Live Scan Request Form- SBM F-14NR/ MSP RI-030** (two copies)
 - **FD-258 fingerprint card** (Character & Fitness Department or Local Police Station)
 - **Processing Fee** (The **State and FBI search fee plus a fee for the service** which is set by the Live Scan vendor.)

2

- Complete the center section of the attached **Live Scan Request Form- SBM F-14NR/ MSP RI-030** – you will need two copies.
- You must be fingerprinted on an FBI FD-258 fingerprint card or state issued 10-finger fingerprint card. This card is available from the Character & Fitness Department and most police stations.
- Fill out the identification sections of the fingerprint card.
- Go to a local sheriff or police department for fingerprinting (for the best results, use trained personnel for this service). Please call ahead to check availability and costs.
- **Select one of the following liveness vendors (must be designated as able to process fingerprint cards for Non-Michigan residents).**

BGI Associates, LLC

616-239-1040

<http://www.bgiassociates.com/>

IdentoGO

866-226-2952

<http://www.identogo.com/>

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- Contact the Live Scan vendor and follow their instructions to submit your request
- Mail the following to the selected Live Scan Vendor:
 - **ONE** copy of the **Live Scan Request Form- SBM F-14NR/ MSP RI-030**,
 - the completed **fingerprint card**, and
 - the **fee**
- The resulting Michigan and FBI criminal history reports will be forwarded by the Michigan State Police directly to the State Bar of Michigan Character & Fitness Department (identified by the agency ID number on the Live Scan Request Form).

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- After fingerprinting, the duplicate **Live Scan Request Form- SBM F-14NR/ MSP RI-030** form, signed by the Applicant, *must be forwarded to the State Bar of Michigan by the Applicant.*

The Character & Fitness review will not be completed without it.

State Bar of Michigan

Attn: Character & Fitness Dept

306 Townsend St, Lansing, MI 48933