

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-14/ 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 section 2 of the **Live Scan Request Form- SBM F-14/ 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 (instructions attached).
- 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 a **Live Scan vendor**. **Vendor must be designated as able to process fingerprint cards for Non-Michigan residents**. A list of Michigan State Police approved vendors is available at this link: http://michigan.gov/msp/0,4643,7-123-1878_8311-237662--,00.html
- 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-14/ 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).

3

- After fingerprinting, the duplicate **Live Scan Request Form- SBM F-14/ 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

SBM F-14/MSP RI-030 10/2020**INSTRUCTIONS****Section I:****Authorizing Information:**

This section is to be completed by the agency authorized to request civil fingerprint-based background checks.

1. Fingerprint Code: SB

The fingerprint code identifies the authorizing purpose in law allowing the agency to request the civil fingerprint-based background check. For example, School Employment (SE), Child Protection Volunteer (CPV), Health Care employment (HC).

2. Requesting Agency Identification (ID): 50P

The requesting agency ID is assigned to your agency by the MSP. No request for fingerprinting can be completed without an agency ID. Please ensure the correct fingerprinting reason code and agency Identification is used. The MSP will charge for second requests due to incorrect codes.

3. Agency Name: State Bar of Michigan

The agency name is the legal name of the authorized agency. For schools specifically, the agency name is the name recognized by the Michigan Department of Education.

4. Individual ID (MNU-OA)

The Individual ID is a unique identifier specific to the individual requested to submit fingerprints. An ID such as a state issued licensing number, a Personnel Identification Code (PIC) number, or other similar uniquely issued identifier/number.

Section II:**Applicant Information:**

This section can be completed by the authorized agency, the individual, or as a joint effort by both. Section II specifically pertains to the demographic information needed in order to obtain the biometric data of the applicant and is a unique identifier specific to the applicant.

Section III:**Live Scan Information:**

This section is required to be completed by the Live Scan vendor operator and must be completed at the time of fingerprinting. After fingerprinting, the applicant shall return this signed and completed document to the requesting agency. The Live Scan operator must return a completed copy of the form to the applicant.

BAR APPLICANTS

To satisfy the Character & Fitness **CCRTR** requirement, after fingerprinting/
Livescanning, return the F-14/RI-030 form WITH YOUR SIGNATURE to:

State Bar of Michigan
Attn: C&F
306 Townsend St.
Lansing, MI 48933

APPLICANT		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK LAST NAME <u>NAM</u> FIRST NAME MIDDLE NAME			FBI		LEAVE BLANK		
SIGNATURE OF PERSON FINGERPRINTED 1		ALIASES <u>AKA</u>		ORI 13 <u>MI920040Z</u> <u>STATE BAR OF MI</u> <u>LANSING, MI</u>			DATE OF BIRTH <u>DOB</u> Month <u>14</u> Day Year				
RESIDENCE OF PERSON FINGERPRINTED 2		6									
DATE		CITIZENSHIP <u>CTZ</u> 7		SEX 15		RACE 16		HGT 17		WGT 18	
SIGNATURE OF OFFICIAL TAKING FINGERPRINTS		YOUR NO. <u>OCA</u> 8		EYES 19		HAIR 20		PLACE OF BIRTH <u>POB</u> 21			
EMPLOYER AND ADDRESS 3 State Bar of Michigan 306 Townsend St Lansing, MI 48933-2012		FBI NO. <u>FBI</u> 9		LEAVE BLANK							
REASON FINGERPRINTED 4 Licensing State Bar of MI (Michigan State Police - 50 P)		ARMED FORCES NO. <u>MNU</u> 10									
		SOCIAL SECURITY NO. <u>SOC</u> 11									
		MISCELLANEOUS NO. <u>MNU</u> 12									

- 1 Applicant's Signature
- 2 Applicant's Current Residence
- 3 State Bar of Michigan
306 Townsend St
Lansing, MI 48933-2012
- 4 Licensing State Bar of Michigan
(Michigan State Police - 50 P)
- 5 Applicant's Printed Name
(Last First Middle)
- 6 AKA List Aliases (if any)
- 7 CTZ Country of Citizenship
- 8 OCA Your No. (if any)
- 9 FBI No. (if any)
- 10 MNU Armed Forces No. (if any)
- 11 SOC Social Security No. (if any)
- 12 MNU Misc No (if any)
- 13 ORI MI920040Z
State Bar of MI
Lansing, MI
- 14 DOB Date of Birth (mm/dd/yyyy)
- 15 SEX
- 16 RACE
- 17 HGT(Height)
- 18 WGT (Weight)
- 19 EYES (Color)
- 20 HAIR (Color)
- 21 POB Place of Birth
(City/State or Country)

Complete required information in BLACK ink or type. No information is required on the back of the FD-258 fingerprint card.