

APPLICANTS CURRENTLY IN MICHIGAN

Procedure to search Michigan criminal history records for employment/licensing when fingerprints are required by law. The search is for arrests with conviction unless the governing statute requires arrests without conviction to be provided.

- 1**
- Use the attached Live Scan request form, **SBM F-14/ MSP RI-030**.
 - Complete Section II.

- 2**
- Make a fingerprint scanning appointment by contacting an MSP approved Live Scan vendor (http://michigan.gov/msp/0,1607,7-123-1589_1878_8311-237662--,00.html) Other Live Scan sites may be available through the sheriff or local police departments. Please call ahead to check availability and costs. *Michigan State Police Posts do not act as Live Scan vendors.*
 - **Take the completed SBM F-14/ MSP RI-030 form with you to your scanning appointment.**
 - The Live Scan site will collect the State and FBI search fee plus a service fee as set by the Live Scan vendor.
 - 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). Turn-around time is 7 business days or less.

- 3**
- After scanning, the **SBM F-14/ MSP RI-030** form with your ORIGINAL signature *must be returned to the Character & Fitness Department 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

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