

MICHIGAN BAR EXAM APPLICATION INSTRUCTIONS AND INFORMATION

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MICHIGAN BAR APPLICATION PROCESS OVERVIEW

The Affidavit of Personal History is the Character & Fitness portion of the bar application. It includes thirteen question and answer sections:

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

Your responses, typed into an electronic questionnaire, will create the following application forms:

Application to Sit (F-1)
Affidavit of Personal History (F-3)
Waiver & Release
Request for Law School Certifications (F-11a & b)
Bar Applicant Reference Letter (F-12)

After reviewing and finalizing the questionnaire, you will be directed to the eCommerce page to pay the appropriate exam and investigations fees. A payment receipt will be generated for your records and e-mailed to the address provided on the payment page. After payment, the next step is to initiate the Character & Fitness review by printing, completing and distributing the following forms as instructed. The final instructions and forms should be visible to you immediately after paying fees.

**Waiver and Release*
F-11 (a & b) Law School Form Letters
F-12 Personal Reference Form Letters

***Be advised** that the Character & Fitness investigation will not commence until your signed and notarized, Waiver and Release form has been received at the State Bar of Michigan.

The signed and executed Waiver and Release must be received at the State Bar of Michigan within two weeks of electronic application submission and fee payment, in order for the Character & Fitness processing to begin.

After the Waiver and Release has been received by the Character & Fitness Department, we will mail forms and fingerprint cards to you for criminal and driving history requests. Applicants are responsible for requesting required reports and documents from third-parties in a timely manner. The only component of obtaining third-party information that an applicant can control is the timeliness of the information request. It is strongly recommended that you request this information as soon as possible. Character & Fitness review cannot be completed prior to receiving all third-party information.

As the third-party information is received at the State Bar of Michigan, you will be preparing for the Bar Exam. The Board of Law Examiners will mail the exam admission packets, to your *permanent address*, during the first week of the exam month.

The majority of applicants will receive a letter notifying them of the status of their Character and Fitness recommendation after taking the bar exam. In order for the investigation process to be timely completed, it is critical that your contact information remains current, with both the Board of Law Examiners, and the Character and Fitness Department, and that you promptly respond to all requests for additional information that you may receive.

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.**

CHARACTER & FITNESS CERTIFICATION

The completion of your 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 be required to retake the bar examination.

If your character and fitness certification expires, you will be required to complete a new Affidavit of Personal History, pay all applicable fees, and be recertified for character and fitness.

Applying for the Michigan Bar Exam

The *Application to Sit for the Michigan Bar Exam* (F-1) and *Affidavit of Personal History* (F-3) will be generated by the responses typed into an electronic questionnaire. A link to the Michigan application has been provided on [Step 2](#).

The Application to Sit for the bar exam, the finalized Affidavit of Personal History, and all required fees must be submitted electronically.

CONTACT INFORMATION BOARD OF LAW EXAMINERS

After reviewing these instructions, please contact the Board of Law Examiners for questions about: the [bar examination](#); [laptop testing](#); [special accommodations requests](#); exam seating assignments; [MPRE](#) requirements; [transferring to another exam date](#); duplicate re-exam forms; the [release of bar exam results](#); and transferring [MBE](#) scores.

State Board of Law Examiners

P.O. Box 30052
Lansing, MI 48909
(517) 373-4453

Additional exam and admission information is on the BLE website.

<http://courts.mi.gov/Courts/MichiganSupremeCourt/BLE/Pages/default.aspx>

CONTACT INFORMATION CHARACTER & FITNESS STAFF

After reviewing these instructions, please contact the Character & Fitness Staff for questions about: the Affidavit of Personal History; investigations; references; [criminal history reports](#); [driving records](#); law school C&F certification; and [character and fitness hearings](#).

E-Mail: cfquestionsforms@michbar.org
Phone: (517) 367-6510
Fax: (517) 372-0403

Or, If Your Last Name Begins With:

A-K - Contact Ms. Peterson (517) 346-**6349**

L-Z - Contact Ms. Kent (517) 346-**6382**

State Bar of Michigan Attention: Character & Fitness

306 Townsend Street
Lansing, MI 48933-2012
Monday – Friday: 9:00 am – 5:00 pm

APPLICATION DEADLINES

Filing deadlines are strictly enforced. The Board of Law Examiners will only accept an Application to Sit for the Michigan Bar Exam (F-1 form) that is complete in all respects, and electronically submitted by the late application deadline. This includes the submission of your Affidavit of Personal History. Applications not meeting this requirement will be rejected and additional time to correct the defect beyond the late application deadline will not be granted.

Upcoming February Exam

- Timely Submission

August 15th to Midnight, EST, November 1st

- Late Submission

November 2nd to Midnight, EST, December 15th

Upcoming July Exam

- Timely Submission

January 15th to midnight, EST, March 1st

- Late Submission

March 2nd to Midnight, EST, May 15th

Determining the Submission Time and Date

The date and time displayed on the “Payment” webpage during the electronic submission process determines whether late fees will be incurred and if the application is timely. Once the application acceptance time has passed, (i.e., 12:01 am, EST, December 16), applications and payments are no longer accepted for the current bar exam.

BAR EXAM CONTENT

See [Board of Law Examiners, Rule 3](#) for a list of subjects tested on the essay portion of the examination. [Information about the Multistate Bar Exam](#): a description of the MBE; outline of the subject matter covered; and, sample questions may be found on the [NCBE](#) website.

EXAM ADMISSION & LOCATION

Applicants will receive examination information and an admission certificate to the examination from the BLE the first week of the month of their scheduled examination.

The exams are held on the last Tuesday and Wednesday of the month: **February** exam - [Lansing Center, near downtown Lansing](#); and, **July** exam - [Jack Breslin Student Events Center at Michigan State University, East Lansing](#). Additional testing facilities in the Lansing, Michigan area may be used if necessary.

FREQUENTLY ASKED QUESTIONS

Board of Law Examiners

[http://courts.mi.gov/courts/michigansupremecourt/ble/pages/frequently-asked-questions-\(faqs\).aspx](http://courts.mi.gov/courts/michigansupremecourt/ble/pages/frequently-asked-questions-(faqs).aspx)

Character & Fitness

<http://www.michbar.org/professional/step2#faq>

To expedite the application processing, please read through the following items.

Your cooperation is appreciated!

- ♦ Answers should be entered into the electronic application in **Sentence Case**, not ALL CAPS or lowercase.
- ♦ The name entered for APH Question 1 must be your complete **LEGAL name**.
- ♦ Supplemental information and updates may be provided as double-sided pages. Do not use staples or otherwise bind the pages.
- ♦ The Michigan Board of Law Examiners currently allows applicants to sit for one bar exam prior to attaining Character & Fitness certification.
- ♦ After application fee payment, promptly request all third party documentation. Recommended request deadlines are: **no later** than June 1 for July examinees; and, January 1 for February examinees. The original response documents are to be submitted to the Character & Fitness Department for review.
- ♦ The majority of notifications of the C & F Department’s recommendation for approval are mailed after the bar exam and before the BLE releases bar exam results.

F E E S



All fees are non-refundable.

EXAMINATION FEES:

APPLICATIONS OF FIRST TIME EXAMINEES

Electronically submitted only. The date and time of the electronic payment determines the fee amount due.

FEBRUARY EXAM

August 15 th through November 1 st (midnight, EST).....	\$400
November 2 nd (12:01 a.m., EST) through December 15 th (midnight, EST)	\$500

JULY EXAM

January 15 th through March 1 st (midnight, EST),.....	\$400
March 2 nd (12:01 a.m., EST) through May 15 th (midnight, EST)	\$500

APPLICATIONS FOR RE-EXAMINATION..... \$300

Submitted to the Board of Law Examiners, PO Box 30052, Lansing, MI 48909, with the re-exam form and payment, by certified check or money order, payable to the State of Michigan

TRANSFER FEE..... \$100

To transfer from one exam date to another (without sitting), mail a letter notifying the Board of your wish to transfer to a future exam date: Board of Law Examiners, PO Box 30052, Lansing, MI 48909. Payment, by certified check or money order, payable to the State of Michigan, is due 60 days prior to the date of the exam for which you want to sit. Untimely payments may prevent you from sitting for the exam.

INVESTIGATION FEES:

APPLICATIONS OF FIRST TIME EXAMINEES

Electronically submitted only. The date and time of the electronic payment determines the fee amount due.

FEBRUARY EXAM

August 15 th through November 1 st (midnight, EST).....	\$225
November 2 nd (12:01 a.m., EST) through December 15 th (midnight, EST)	\$325

JULY EXAM

January 15 th through March 1 st (midnight, EST),.....	\$225
March 2 nd (12:01 a.m., EST) through May 15 th (midnight, EST)	\$325

APPLICATIONS FOR RE-CERTIFICATION..... \$225

Re-examinees whose character and fitness certification is over three years old must file a new Affidavit of Personal History. Electronically submitted only.

ADMINISTRATIVE FEES:

As applicable, payment by certified check or money order, payable to the State Bar of Michigan.

RE-ACTIVATION FEE (withdrawn and closed files only)..... \$200

FILE COPY FEE (charged to those requesting an electronic copy of their C&F file on a CD) \$20

Registration Create an Applicant Account

To complete the Application to Sit for the Michigan bar exam, including the Affidavit of Personal History for Character & Fitness certification, first register for an applicant account on the State Bar of Michigan website: <http://barapp.michbar.org/>. The following information is required to register for an account:

- Full Legal Name
- Date of Birth
- Valid E-Mail Address
- National Conference of Bar Examiners (NCBE) Identification Number

The e-mail address provided will become your “Login”, and will be used for all communication from the Character & Fitness Department and the Board of Law Examiners. The account password is created by the Applicant.

NCBE identification numbers are used for this registration process; as well as, enrollment for the Multistate Professional Responsibility Exam, which is conducted by the National Conference of Bar Examiners. Michigan registrants without an NCBE Identification Number, will need create one at the NCBE website. (NOTE: Those seeking admission to Michigan by exam, will not complete a Character & Fitness application on the NCBE website.)https://accounts.ncbex.org/php/ncbe_number/goCreateAccount.

Once the registration has been completed, a confirmation e-mail will be sent to your login e-mail address. Be certain to check your SPAM mailbox, and add us to your contact list for future communications from the Board of Law Examiners and the Character & Fitness Department staff.

With activity on the applicant account every 90 days, you will be able to return to the questionnaire

as many times as necessary in order to complete the question and answer process.

Completing the Bar Exam Application Electronic Questionnaire Information

- For applicants applying to sit for the Michigan bar exam for the first time, entered responses will complete the Application to Sit for the Michigan bar exam, as well as, the Affidavit of Personal History for the character and fitness certification process.
- It is strongly suggested that you print a blank application to review the questions and prepare the detailed information needed to completely answer each question.
- All submitted applications must be typed. Please use **Sentence Case**, not ALL CAPS or lowercase.
- Once the questionnaire has been completed, the error check will help to identify skipped fields. Previewing the application PDF, prior to finalizing, provides your last opportunity to read your responses in context, which assists in identifying date and other entry errors.

Finalize the Bar Exam Application

- Once the questionnaire has been “finalized”, you will not be allowed to make changes. First time applicants will not be allowed to “finalize” their application more than 2 weeks prior to a submission acceptance period, August 15th for February exam applications and January 15th for the July exam applications.
- Upon “finalizing,” two application documents are created: the Application to Sit (F-1); and, the Affidavit of Personal History (F-3). You will have an opportunity to print/save these documents for your reference and records, after electronically submitting the application and paying fees.

Submitting Fee Payment Bar Exam and Investigation Fees

- The next step is submitting payment for the exam and investigation fees. You will have the option of proceeding to the eCommerce module immediately after finalizing, or advancing to that step at a later time. (NOTE: You will not be enrolled for the bar exam until the exam and investigation fees have been paid.)
- You will have access to a PDF of your Michigan application, at this website, for one year from the finalization date.
- The eCommerce module allows electronic payment remitted using a Visa or Mastercard credit or debit card or a prepaid Visa or Mastercard card that can be purchased from drug or grocery store. All fees must be paid simultaneously.
- Once you have submitted fee payment, a receipt will be emailed to the email address provided on the eCommerce module.

• After paying fees, you will see an **Instructions document and several PDF forms**: Waiver and Release; a checklist of third party information required to supplement your application; law school certification form letters (F-11 a & b); and, reference letter forms (F-12). Please print all of these documents. **The instructions document will guide you through the steps necessary to initiate the Character & Fitness review process.**

- The **Waiver and Release** must be received at the State Bar of Michigan within two weeks of fee payment in order for the Character & Fitness review to begin. Late submission of a completed Waiver and Release may result in the file being closed.

REQUIRED FOR APPLICATIONS TO BE ACCEPTED AS TIMELY

In order for the application of a first time Michigan Bar Exam examinee to be deemed timely, the application and fees must be electronically submitted at the State Bar of Michigan eCommerce website by midnight (EST) on the due date. Additionally, the properly executed and notarized

Waiver and Release must be received at the State Bar of Michigan within two weeks of application upload.

MAIL SUPPLEMENTAL THIRD-PARTY DOCUMENTS AND UPDATES TO:

**State Bar of Michigan
Attention: Character & Fitness
306 Townsend Street
Lansing, MI 48933-2012**

Do not use staples, or otherwise bind, supplemental materials and application updates.

BOARD OF LAW EXAMINERS

The form discussed in this section will be generated using the information entered into the electronic application. The form may be previewed as PDF documents prior to finalizing the application questionnaire.

APPLICATION TO SIT - F-1

****DEADLINES APPLY****

The Application to Sit for the Michigan Bar Examination (**Form F-1**) is used by the Board of Law Examiners (**BLE**) to enroll first-time applicants for the Michigan bar examination. This document is generated by your responses typed into the electronic questionnaire and will be uploaded through the State Bar of Michigan eCommerce system.

Filing deadlines are strictly enforced. The Board of Law Examiners will only accept an Application to Sit for the Michigan Bar Exam (F-1 form) that is complete in all respects, and submitted by the late application deadline.

EXAMINATION FEE

****DEADLINES APPLY****

A fee is required for each examination you take; refer to the fee schedule on page 5. **Fees are not refundable.**

LAPTOP TESTING

If you wish to take the bar exam using your [laptop](#), **you must select that option while completing the application questionnaire.** Information regarding the laptop testing process will be sent to the login e-mail address. (Re-examinees will make this selection on the Re-Exam form provided by the Board of Law Examiners.)

SPECIAL ACCOMMODATIONS

****DEADLINES APPLY****

Applicants with disabilities in need of special arrangements can access a [Special Accommodations Questionnaire and Affidavit](#) on the Board of Law Examiners website at: <http://courts.mi.gov/Courts/MichiganSupremeCourt/BLE/Pages/default.aspx>.

The completed [Special Accommodations Questionnaire and Affidavit](#) and required documentation must be returned to the Board of Law Examiners, postmarked no later than December 15th for the February examination and May 15th for the July examination.

TRANSFERRING MULTISTATE BAR EXAM - [F-2](#)

****DEADLINES APPLY****

If you have not taken the MBE for a prior bar exam, you do not need to complete this form.

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.

The applicant is responsible for having information from another jurisdiction certified to

the Board of Law Examiners. Use [Form F-2](#) for this purpose. See [Step 3](#) for this form.

You must also notify the BLE by letter - - fax and email are not accepted - - to the Board, P.O. Box 30052, Lansing, MI 48909, of your intent to transfer your MBE score no later than May 15th for the July examination and December 15th 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.

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION

Prior to admission by examination, an applicant must successfully pass the Multistate Professional Responsibility Examination with a scaled score of 85 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. An applicant need not have passed the MPRE prior to sitting for the Michigan bar exam the first time.

Arrangements to take the MPRE must be made directly with the National Conference of Bar Examiners.

Contact the [NCBE-MPRE](#) (215) 504-3886.

RELEASE OF BAR EXAM RESULTS

The State Board of Law Examiners will not release [Certified Official Bar Examination Results](#) to an applicant until:

- (1) the applicant's law school has certified to the Board that the applicant has graduated,
- (2) the applicant has been approved as to character and fitness, and
- (3) the applicant has received a passing score on the Multistate Professional Responsibility Examination (MPRE).

Bar exam results, if successful, are valid for three years. **Applicants receiving Certified Official Results are permitted to be sworn in as**

an attorney in the State of Michigan or, re-take the bar exam, as determined by the exam score.

When bar exam results are released by the Board of Law Examiners, a list of “certified passers” (by exam seat number) will be posted on the Board of Law Examiners website. The State Bar of Michigan does not receive advanced notice of this posting. Certified bar exam results are mailed by the Board of Law Examiners to the applicant’s permanent address via first class mail.

ADDRESS OF RECORD - BLE

The Board of Law Examiners will mail all correspondence to the applicant’s *permanent* address (as reported on the Application to Sit, F-1). Promptly notify the BLE of permanent address changes in writing - fax and email are not accepted:

**Board of Law Examiners
PO Box 30052
Lansing, MI 48909**

RE-EXAM AND TRANSFER
****DEADLINES APPLY****

Applicants for re-examination, and those who wish to transfer their application to another examination, must notify the State Board of Law Examiners **in writing**

At any time prior to the exam date, applicants may send written notification to the Board of Law Examiners that they wish to **transfer** to a future exam. Once certain of the exam date to which you would like to transfer, send a letter, *with the transfer fee*, directly to the Board of Law Examiners. Requests for transfer to a specific exam date, must be submitted at least **60 days prior** to that exam date. See the fee schedule on page 5. All unsuccessful examinees receive an **Application for Re-examination** with their Certified Official Results. Written requests for a duplicate Application for Re-examination form must be mailed to the BLE. **The completed Application for Re-examination form must be submitted with the proper fee to the Board of Law Examiners 60 days prior to the exam for which you wish to sit.**

An applicant is ineligible to register to re-take the bar exam if he/she has not received *Certified Official Results* from the BLE.

The forms discussed in this section will be generated using the information entered into the electronic application. The forms may be previewed as PDF documents prior to finalizing the application questionnaire.

**AFFIDAVIT OF
PERSONAL HISTORY (APH) - F-3**
****DEADLINES APPLY****

The Affidavit of Personal History (APH) (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 pursuant to [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.

Answer each question carefully and with complete truthfulness and candor, disclosing all requested information. After answering all questions, reviewing for accuracy, and successfully running the “Error Check”, the application is ready to be “finalized”. **Once the application has been “finalized”, changes cannot be made to the electronic application.**

If, for any reason, you object to answering any question on the Affidavit of Personal History, you should immediately send a letter to the State Bar of Michigan, Attention: Chairperson, Standing Committee on Character and Fitness, citing the specific legal grounds for the objection and ask for a ruling. Your letter should reference the pertinent question number.

Until the date of your admission to the State Bar of Michigan, 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 that would change an answer to any Affidavit question, you must promptly amend and supplement your Affidavit by submitting the new information on an [F-6 Supplemental Answer Sheet \(Step 3\)](#).

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.

**SUPPLEMENTAL ANSWER SHEET
F-6**

If you feel that a response needs further explanation, a fillable F-6 is available at [Step 3](#). This completed document should be mailed to the State Bar of Michigan with your Waiver and Release.

After your application has been electronically submitted, the F-6 form is used to provide updates to Affidavit of Personal History questions: 1, 4-21, 24-47, and 52-56; and may be used for responses to Character & Fitness staff inquiries.

ADDRESS OF RECORD – C&F Inquiries

Character & Fitness correspondence will be mailed to the applicant’s **current** address, (APH, Question 2). Additionally, routine inquiries may be sent to the e-mail address provided on the APH, (Question 3). Report updates to your **current** address by using the [Change of Address form](#).

**LAW SCHOOL CERTIFICATION - F-11a/b
QUESTIONS 19/20**

The Request for Law School Certification form letters (Forms F-11a/b) are used to request that your law school certify both your graduation and

your character and fitness. These forms are generated from the information entered for **Question 19**, Part II Educational Background, and provided as part of the information provided after successful application submission through the eCommerce module.

If you also entered a law school in response to **Question 20**, you must print an F-11 from the State Bar website ([Step 3](#)) and complete it manually. Applicants are responsible for sending the F-11a and F-11b to their law school(s) as applicable.

Law schools receiving an F-11a form will send a letter certifying graduation to the Board of Law Examiners, once you have completed graduation requirements. The State Board of Law Examiners will not release bar exam results without this letter.

Additionally, character and fitness certification is required from every law school you have attended, including those at which you were a guest student or enrolled only for summer or foreign study. Michigan law schools are familiar with this letter and the State Bar requirement. After you submit the F-11(b) form to your law school(s), they will send a letter to the Character & Fitness Department, certifying your character and fitness during your enrollment.

RESIDENCE HISTORY QUESTION 22

The purpose of this question is to compile your *Residence* history – which is not necessarily the same as a history of your mailing addresses. Provide the address of each residence at which you lived, for a period of two weeks or more, since age 16. Include all addresses used for schooling, business, or any other temporary purposes (2 weeks or more), 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). An **F-4 form** consisting of the entered residence history information will be generated as a supplement to your Affidavit of Personal History.

*Note: The **F-4u form** on Step 3 is to be used for residence updates, omissions and corrections.*

*Note: The **Change of Address form**, also on Step 3, is used to change your mailing address with the Character & Fitness Department.*

Note: If your new residence address is also your new mailing address, please submit both forms.

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 ability. For example, if you do not recall the dormitory or apartment number, indicate the street address or dormitory name with the city and state. Do not provide mailing addresses, but rather the addresses of the places where you actually resided.

EMPLOYMENT HISTORY QUESTIONS 23/24

List all part-time and full-time employment and account for 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 appropriate box located on the electronic application. All time since high school graduation, or age 17 if you earned a GED, must be accounted for in this section.

Supply the physical address of your employer, where it was located at the time you were employed; do not use the address of corporate headquarters.

All dates should be entered in month/year to month/year format (MM/YR to MM/YR). An **F-5 form** that includes the entered employment history information will be generated as a supplement to your Affidavit of Personal History.

*Note: The **F-5u form** on Step 3 is to be used for employment updates.*

What if you cannot remember the complete address of a workplace?

Please be as specific as possible by providing all available information to the best of your ability.

What if you cannot remember all of your employment history?

The Social Security Administration, past resumes, and tax records are all good research resources.

PART VI – ATTORNEY LICENSURE

Questions 33, 34 and 35

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.

CRIMINAL SUPPLEMENTAL ANSWER SHEET - [F-7](#) QUESTIONS 48-51

This form will be generated for each positive response to any question in Part XII - Criminal History. 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**

The *F-7 form* on Step 3 is to be used for updates to Criminal History questions 48 – 51.

REFERENCE LETTERS - F-12 QUESTION 56

You are required to list the names of five individuals who have known you for five years or longer. 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 (the [F-6](#) may be used for the waiver request). The request for a reference waiver must be submitted to the Character and Fitness Department with your Waiver and Release document.

Reference letter forms are provided for you to print after completing application submission with your payment in the eCommerce module. Only in the event of a lost form or a change in reference, we will accept an F-12 form printed from the State Bar of Michigan website ([Step 3](#)).

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**. Reference letters are considered to be third-party information; do not delay electronically submitting your application while waiting for completed reference letters.

**TO PROPERLY EXECUTE
THE WAIVER AND RELEASE THE
NOTARY MUST WITNESS YOU SIGN
AND DATE THE HANDWRITTEN
STATEMENT.**

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. It is not required that you use a Michigan notary. The Waiver and Release must be mailed/delivered to the State Bar of Michigan, within two weeks of electronically submitting fee payment and your application.

**THIRD-PARTY INFORMATION
CHECKLIST**

This form is included with the documents generated after successful eCommerce completion. It is provided as a checklist for the third party and supplemental information which you are required to request and submit to the Character & Fitness Department to complete your Affidavit of Personal History. Additional information about third-party reports and requests is included in the instructions on the next section (Step 3).

Forward the original third party correspondence and reports, such as reference letters, criminal history and driving records, to the Character & Fitness Department as soon as you receive them.

You are responsible to follow-up with third parties and retain copies of your correspondence in order to ensure that all materials are received timely. Keep our office informed in writing of problems and explanations for delay.

**APPLICATION
UPDATES AND SUPPLEMENTS**

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 using the [F-4u](#), [F-5u](#), [F-6](#), [F-7](#) and [Change of Address](#) forms, as appropriate.

EXAM & INVESTIGATION FEES

The majority of fees must be paid electronically. VISA and MasterCard are accepted. Please see the Fee Schedule on Page 5 for a complete list of fees and acceptable forms of payment. **Personal and Business Checks are NOT accepted.**

RECEIPT CONFIRMATION

A receipt for fee payment and application submission will be sent to the email address provided during the payment process.

To confirm receipt of supplemental application materials and updates, submit them by certified mail, return receipt requested, and/or include a postage-paid, self-addressed postcard or envelope that will be date-stamped and returned to you.

After reviewing these instructions, please [click here to begin the electronic application](#).

After the application has been completed, finalized and electronically submitted, review the instructions and PDF documents provided on the application module, to initiate the Character & Fitness review process.

At this point, the following items should have been addressed.

1. Completed the Michigan Bar Application questionnaire at the State Bar of Michigan website
2. Electronically submitted your finalized bar application, bar exam fee and investigation fee
3. Mailed your executed Waiver and Release form to the Character & Fitness Department/State Bar of Michigan
4. Mailed/delivered your Law School Certification letters (F-11 a/b) to applicable law schools
5. Distributed your reference form letters (F-12) to your references
6. Reviewed the Third-Party Information Checklist

REMEMBER –

Third-party information is NOT due to be received with the electronic upload of your bar application. However, your Character & Fitness cannot be completed until we receive all required information. It is recommended that information from third parties be requested *no later than* June 1st for July examinees and January 1st for February examinees.

Applicants are permitted to sit for one Michigan bar exam prior to attaining Character & Fitness approval.

**DRIVING RECORDS &
CRIMINAL HISTORY REPORTS
Forms F-9, F-14 and F-14NR**

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 an *Affidavit of Criminal History (F-9) 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 frequent travel between states/countries must be provided on a separate [Form F-6](#).*

State-specific forms will be mailed to you within a few weeks of your Waiver and Release being accepted by the Character & Fitness Department. A record repository listing, located at the end of these instructions, has been provided to assist you in obtaining criminal and driving reports. **If after receiving the initial packet of forms from the C&F Department additional forms are needed, please submit your request via e-mail cfquestionsforms@michbar.org.** Your e-mail should include the state(s) for which you need forms and your *mailing* address.

NOTE: Criminal and driving reports will be rejected if issued more than **6 months prior** to the notarization date of the Affidavit of Personal History (F-3)

MICHIGAN and FBI CRIMINAL HISTORY REPORTS

All applicants are required to provide fingerprint based criminal history reports from the Michigan State Police and the FBI. The process for obtaining criminal history reports from Michigan and the FBI is as follows. **Please note that there are separate procedures for applicants in Michigan and for out-of-state applicants.**

Applicant Notification and Record Challenge

Officials at the governmental institutions and other entities authorized to submit fingerprints and receive FBI identification records under this authority must notify the individuals fingerprinted that the fingerprints will be used to check the criminal history records of the FBI. The officials making the determination of suitability for licensing or employment shall provide the applicants the opportunity to complete, or challenge the accuracy of, the information contained in the FBI identification record. These officials also must advise the applicants that procedures for obtaining a change, correction, or updating of an FBI identification record are set forth in Title 28, C.F.R., § 16.34. Official making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record, or has declined to do so. (Title 42, U.S.C., § 14616, Article IV (c); Title 28, C.F.R., § 50.12 (b))

28 CFR §16.34 Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division, ATTN: SCU, Mod. D2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

LIVESCAN FINGERPRINT – Residents: F-14/MSP RI-030

This is the form and instructions to be used by applicants, who are physically in Michigan, to obtain Michigan State Police and FBI criminal history clearances.

1. Use the information on [Form F-14/MSP RI-030](#) to schedule a fingerprint scanning appointment. Make this appointment with a Live Scan vendor approved by the Michigan State Police (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.
2. Take the [F-14/MSP RI-030 form](#) with you to your scanning appointment. A tracking number will be issued to locate a fingerprint report in the rare circumstance that it does not get routed to our office properly.
3. The completed F-14/MSP RI-030 form, with your original signature, **must be submitted to the Character & Fitness Department** and may be submitted after your Affidavit of Personal History.
4. MSP/FBI criminal history reports are sent directly to the State Bar of Michigan by the Michigan State Police.

Your character and fitness cannot be completed until all records are received, therefore, record requests should be made as soon as possible; agency processing may take several weeks. We recommend that information from third parties be requested ***no later than*** June 1 for July examinees and January 1 for February examinees.

LIVESCAN FINGERPRINT –

NonResidents: F-14NR/MSP RI-030

Applicants currently outside of Michigan.

If you are living outside of Michigan **at the time of filing the Affidavit of Personal History**, you may submit a completed fingerprint card and fee to a [vendor approved by the Michigan State Police](#). The vendor will scan the provided fingerprint card and transmit your information to the Michigan State Police (MSP) for processing. An FBI fingerprint card (FD-258) and an [F-14NR/MSP RI-030](#) form are required to obtain your Michigan and FBI criminal clearances. **Both will be mailed to you by the C&F Department after your Affidavit of Personal History has been accepted.**

1. The same fingerprint card will be used to obtain criminal history records from both the MSP and the Federal Bureau of Investigation.
2. Follow all completion instructions provided with the F-14NR/MSP RI-030 form. This form is available on Step 3 of the State Bar website (an FD-258 fingerprint card will be provided by our Department). **You will need 2 copies of the completed F-14NR/MSP RI-030.**
3. After completing the F-14NR/MSP RI-030 and fingerprint card, go to a local law enforcement agency in your jurisdiction, to have your fingerprints added to the card. There may be a service fee for fingerprinting. **Do not leave the card with the law enforcement agency.**
4. Mail the fingerprint card, processing fee and one copy of the F-14NR/MSP RI-030 form the [MSP approved vendor](#) (See the F-14NR/MSP RI-030 form for instructions.)
5. Sign the duplicate copy of the F-14NR/MSP RI-030 form and submit it to the State Bar of Michigan, Attn: Character & Fitness Department. **Do not include a fingerprint card.** This form will satisfy the Criminal Clearance Right to Review (CCRTR) application processing requirement.
6. If needed, FD-258 cards are available at most police stations/posts and on the [FBI website](#).

CRIMINAL HISTORY REQUEST

(STATES OTHER THAN MICHIGAN)

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.

Most states have a specific form that must be used to request records. State-specific forms and fingerprint cards, if required, will be mailed to you within a few weeks of your Waiver and Release being accepted by the Character & Fitness Department.

Consult the State Record Repository chart, at the end of this document, to determine:

- (1) **if records are provided;**
- (2) **the fees, if any;**
- (3) **the repository address; and,**
- (4) **if additional forms/fingerprint cards are required.**

If the repository listing states **“Fingerprints Required”**, you must submit fingerprints with your request—a name search is not acceptable.

Some states will send reports to the Applicant. You may keep a copy for your records, however, please forward *original* third-party reports to the State Bar as you receive them.

AFFIDAVIT of CRIMINAL HISTORY
STATES: Criminal History Reports Not provided
F-9

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.**

AFFIDAVIT of CRIMINAL HISTORY
Foreign COUNTRY Criminal History Reports
F-9

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.**

F-9 forms are available on Step 3, and may be submitted with your Affidavit of Personal History.

CERTIFIED DRIVING RECORDS -
Request for 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.

Most states have a specific form that must be used to request records. We will mail state-specific forms to you within a few weeks of your Waiver and Release being accepted by the Character & Fitness Department.

- **You must obtain a certified driving record even if you did not possess a driver's license or drive while 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, please note, that records printed from websites will only be accepted if they are certified.**

Consult the State Record Repository chart, at the end of this document, to determine:

- (1) applicable fees;
- (2) which state-specific form should be used; and,
- (3) repository contact information (weblinks are provided for most states).

Note: *Ontario, Canada is the only foreign country from which you must submit driving records.*

Your character and fitness cannot be completed until all records are received, therefore, record requests should be made as soon as possible; agency processing may take several weeks.

Some states will send reports to the Applicant. You may keep a copy for your records, however, please forward *original* third-party reports to the State Bar as you receive them.

STATUS LETTERS

Correspondence from C&F Department

“Status letters” are issued by the Character & Fitness Department to alert you to third-party documents which have not been received for your application, such as, reference letters, criminal and driving reports. Missing documents should be followed up on as appropriate.

As needed, the status letter is also used to request further explanation of information provided on your Affidavit of Personal History. **You must respond to this request in writing**, using an F-6 supplemental answer sheet. The F-6 form may be mailed to the Character & Fitness Department or sent by e-mail attachment to the writer of the status letter.

Your cooperation with providing necessary documentation is essential for the Character & Fitness process to be completed. Neglecting to respond to correspondence from the Character and Fitness Department by the given due date, may result in *your file being closed.*

APPLICATION WITHDRAWAL

The Character and Fitness investigation, including your responsibility to respond to correspondence from our office and timely provide information updates, will continue until your date of admission to the State Bar of Michigan. **Failure to respond to the Character & Fitness Department may result in your file being [CLOSED due to non-cooperation.](#)**

Applicants must petition the Standing Committee on Character and Fitness for approval to re-open a closed file. Petitions must be notarized, and include all outstanding documents and responses. If the Committee approves the Petition to Re-Open, the Applicant must pay a \$200 re-open fee.

As circumstances warrant, an applicant may choose to “WITHDRAW” his or her Character and Fitness application (Affidavit of Personal History). A file may be withdrawn by submitting written notice to the Character and Fitness Department, via email or letter. Once written notice is received, all investigative work ceases. A file may be reactivated by submitting a written request to the Character and Fitness Department and paying the re-open fee, unless more than three years have passed since the date the Affidavit of Personal History was executed. In that instance, a new Affidavit of Personal History, including all fees and third party information, will be required.

Withdrawing your Affidavit of Personal History from the Character and Fitness process will NOT automatically cancel your seat for the Michigan bar exam. Applicants are allowed to sit one time prior to receiving Character and Fitness approval. However, applicants passing the bar exam will not be eligible to receive *Certified Official Results* until their Character & Fitness has been certified. To withdraw from the exam and/or formally “transfer” your Application to Sit from the current exam to a future exam, you must notify the Board of Law Examiners in writing (see Re-Exam and Transfer instructions on page 8). This notification will allow your reserved seat for the bar exam to be opened for another applicant.

PLEASE NOTE: Reactivated files (Affidavit of Personal History) are investigated on the same time table as the incoming applications for the current exam.

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REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

ALABAMA

CCAL

ALEA Records & Identification Division
P.O. Box 1511
Montgomery, AL 36102-1511
(334) 353-4340
Fee: \$25 (**NPC**) pay to **AL Bureau of Investigation**
Fingerprints Required/Photo ID
***AL** (2) FD-258 Fingerprint Card
***AL** App to Review AL Crim. Hist. Rec. Info

DRAL

Driving Record Request
Driver License Division
P.O. Box 1471
Montgomery, AL 36102-1471
(334) 242-4400
Fee: \$5.75 to AL DPS (**NPC, SASE**)
***AL** Driver Record Request – 3 year

ALASKA

CCAK

Criminal Records and Identification Bureau
5700 East Tudor Road
Anchorage, AK 99507
(907) 269-5767
Fee: \$35 pay to **State of Alaska**
Fingerprints Required
***AK** FD-258 Fingerprint Card

DRAK

Division of Motor Vehicles
ATTN: RESEARCH
1300 W. Benson Blvd., Ste 200
Anchorage, AK 99503-3600
(907) 269-5551
Fee: \$10 Allow 2 business days for processing
***AK** 419F, faxable form at website (fax only once)

ARIZONA

CCAZ

Affidavit of Criminal History Form F-9

DRAZ

Mail Drop 504M
Records Unit - Motor Vehicle Division
P.O. Box 2100
Phoenix, AZ 85001-2100
(602) 255-0072
Fee: \$5 Certified, Motor Vehicle Record Request
***AZ** Form 46-4416 (notarized) Certified, Motor Vehicle Record Request

ARKANSAS

CCAR

Arkansas State Police
Identification Bureau
#1 State Police Drive
Little Rock, AR 72209
(501) 618-8500
Fee: \$25 (**SASE**) pay to AR State Police
***AR** Form ASP-122 (notarized)

DRAR

DFA - Driving Records
Room 1130, P.O. Box 1272
Little Rock, AR 72203
(501) 682-7207
Fee: \$10 to DFA
***AR** Request Form

CALIFORNIA

CCCA

PLEASE REQUEST FORMS FROM STATE BAR OF MI
Fee: \$32 (**NPC**) pay to CA DOJ
Fingerprints Required
***CA** BCII 9004
***CA** FD-258 Fingerprint Card (ORI: AH286)

DRCA

Department of Motor Vehicles
P. O. BOX 944247 MS G199
Sacramento, California 94244-2470
(800) 777-0133
Fee: \$5
***CA** INF 1125 – Do not request report on-line
Official Document /Certified H6 Printout

MO = money order; CC = certified check; NPC = no personal checks; SASE = self addressed, stamped envelope

REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

CANADA

CCCN

[Affidavit of Criminal History Form F-9](#)

DRCN - ONTARIO ONLY

Ontario Residents Use Web Order Only
Province Nonresidents use Out of Province 5
Year Statement Request Form
(416) 235-2999
Fee: \$18 - Canadian funds
***Can.** 5 year Statement form for Out of
Province Residents Only

COLORADO

CCCO

Colorado Bureau of Investigation
Crime Information Center
690 Kipling Street, Suite 315
Lakewood, CO 80215
(303) 239-4208
Fee: \$16.50 (**NPC**) Pay to **CBI**
Fingerprints Required
***CO** FD-258 Fingerprint Card
Instruction Sheet - include OCA# CONCJ4600

DRCO

Division of Motor Vehicles
PO Box 173350
Denver, CO 80217-3350
(303) 205-5694
Fee: \$10.00 to CO Dept of Revenue
***CO** DR-2489 must include copy of driver's
photo ID bearing signature.

CONNECTICUT

CCCT

DESPP-SPBI
1111 Country Club Road
Middletown, CT 06457-2389
(860) 685-8480
Fee: \$50 to Treasurer-State of CT
Fingerprints Required
***CT** FD-258 Fingerprint Card
***CT** DPS-0846-C Form

DRCT

DMV - Copy Records Unit
60 State Street
Wethersfield, CT 06161-0503
(860) 263-5700
Fee: \$40
***CT** Form J-23
Include Photocopy of driver's photo ID bearing
signature

DISTRICT OF COLUMBIA

CCDC

Henry J. Daly Building
MPDC Headquarters
300 Indiana Avenue, NW, Room 1075
Washington, DC 20001
(202) 727-4245
Fee: \$7 (**MO, SASE**) to DC Treasurer
***DC** Instructions (See above website)

DRDC

DMV - Driver Records
PO Box 90120
Washington DC 20090
(202) 727-5000
Enclose copy of photo id
Fee: \$13 to DC Treasurer
***DC** Instructions (See
<https://dmv.dc.gov/node/1119281>)

DELAWARE

CCDE

State Bureau of Identification, Attn: Records
P.O. Box 430
Dover, DE 19903
(302) 739-5884
Fee: \$52.00 (**NPC**) pay to DSP
Fingerprints Required
***DE** FD-258 Fingerprint Card
***DE** Instructions (See above website)

DRDE

DMV – Attn: Driver License Admin.
P.O. Box 698
Dover, DE 19903
(302) 744-2506
Fee: \$25 (**SASE**) to DMV
***DE** Form MV703 (notarized)

MO = money order; **CC** = certified check; **NPC** = no personal checks; **SASE** = self addressed, stamped envelope

REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

FLORIDA

CCFL

Florida Department of Law Enforcement
User Services Bureau, Criminal History Svcs.
P.O. Box 1489
Tallahassee, FL 32302
(850) 410-8109
Fee: \$24 to FDLE **Fingerprints Required**
***FL** FD-258 Fingerprint Card
***FL** Certified Request USB-007 (12/2016)

DRFL

Bureau of Records
P.O. Box 5775
Tallahassee, FL 32314-5775
(850) 617-2000
Fee: \$10 to Division of Motorist Svcs.
(Certified, Complete & Unblocked Record)
***FL** HSMV 85054 & Information

GEORGIA

CCGA - Registration at website for residents and non-residents REQUIRED

OCA: GAP232022

Verification Code: SBMCF2013

GA Resident-Scanned Fingerprint Required

Fee: \$36.25 (follow instructions on website)

Non-GA Resident - Registration required to submit fingerprint cards to 3M Cogent

Fee: \$44.25 to 3M Cogent (**NPC**)

Fingerprints Required

***GA** FD-258 (must include OAC# GAP232022)

DRGA

Dept of Driver Services, MVR Request
P.O. Box 80447
Conyers, GA 30013
(404) 657-9300
Fee: \$8 to Department of Driver Services (**NPC, SASE**)
***GA** Certified MVR Instructions and DDS-18 (11/14)

HAWAII

CCHI

HI Criminal Justice Data Center
Attn: CHRC Unit
465 S. King St., Room 102
Honolulu, HI 96813
(808) 587-3279
Fee: \$35 *notarized* copy (**MO, CC**)
Fingerprints Required
***HI** FD-258 Fingerprint Card
***HI** HCJDC-073

DRHI

Traffic Violations - Abstract Dept.
Kauikeaouli Hale
1111 Alakea Street, 2nd Floor
Honolulu, HI 96813-2897
(808) 538-5500
Fee: \$20 to District Court
(**NPC, SASE**)
***HI** Instructions and Request Form

IDAHO

CCID

Idaho State Police - BCI Applicant Unit
700 S. Stratford Dr, Ste 120
Meridian, ID 83642
(208) 884-7130
Fee: \$25 to Idaho State Police (**PC, SASE**)
Fingerprints Required
***ID** FD-258 Fingerprint Card
***ID** Request Form

DRID

ITD - Driver Services
P.O. Box 34
Boise, ID 83731-0034
(208) 334-8736
Fee: \$21 to ID Transportation Dept.
***ID** ITD3120 (12/17)

REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

ILLINOIS

CCIL

Illinois State Police, Bureau of Identification
260 N. Chicago Street
Joliet, IL 60431-1060
(815) 740-5164
Fee: \$20 to ISP
(Report will be mailed to the Applicant. Submit
the original report to the C&F Dept.)
Fingerprints Required
*IL ISP6-404B

DRIL

Secretary of State
Driver Analysis Section
2701 S Dirksen Parkway
Springfield, IL 62723
(217) 782-2720
Fee: \$12
*IL AbstractRequestForm

INDIANA

CCIN

**Registration at IdentoGo website for
residents and non-residents REQUIRED**
(Report will be mailed to the Applicant. Submit
the original report to the C&F Dept.)
Fingerprints Required
**Reason Printed: Criminal Record Challenge
Review**
Fee: \$21.95
*IN Instructions
*IN FD-258 Fingerprint Card (Non-Residents only)

DRIN

Bureau of Motor Vehicles
Attn: Driver Record Requests
100 N Senate Ave, N412
Indianapolis, IN 46204
(317) 232-2894
Fee: \$4 (MO)
* IN Form 53789 (R8/9-16)

IOWA

CCIA

Iowa Division of Criminal Investigation
Support Operations Bureau, 1st Floor
215 E. 7th St.
Des Moines, IA 50319
(515) 725-6066
Fee: \$15
*IA Request Form DCI-77
*IA Billing Form DCI-76

DRIA

Office of Driver Services
Iowa DOT
P.O. Box 9204
Des Moines, IA 50306-9204
(800) 532-1121
Fee: \$5.50 to Treasurer / State of Iowa
*IA Form 431069 (10/16)
*IA Instructions

KANSAS

CCKS

Kansas Bureau of Investigation
Attn: Central Repository
1620 SW Tyler
Topeka, KS 66612-1837
(785) 296-8200
Fee: \$45.00
Fingerprints Required
*KS FD-258 Fingerprint Card
*KS Instructions & Request Form

DRKS

KS DOR - Driver Control
P.O. Box 12021
Topeka, KS 66612-2021
(785) 296-3671
Fee: \$13.70 on line or \$15 by mail/in person.
Pay to Division of Vehicles
*KS Form VCO.TR/DL-302 (10/17)

KENTUCKY

CCKY

Kentucky State Police, CI&R Branch
Criminal Records Dissemination Section
1266 Louisville Road
Frankfort, KY 40601
(502) 782-9781
Fee: \$20 to KY State Treasurer (**2-SASE**)
*KY Request Form

DRKY

KY Transportation Cabinet, Division of
Driver Licensing, Attn: Driver Histy
Records/Fees Sec
200 Mero Street, Frankfort, KY 40622
(502) 564-6800
Fee: \$3 to KY State Treasurer (**NPC**)
On line or *KY TC 94-1 5 Yr Record

MO = money order; CC = certified check; NPC = no personal checks; SASE = self addressed, stamped envelope

REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

LOUISIANA

CCLA

Louisiana State Police
B C I & I
PO Box 66614 (Mail Slip A-6)
Baton Rouge, LA 70896
(225) 925-6095
Fee: \$26 (NPC) to LSP
Fingerprints Required
***LA** FD-258 Fingerprint Card
***LA** Instructions & Request Forms

DRLA

Office of Motor Vehicles Attn: ODR
P.O. Box 64886
Baton Rouge, LA 70896
(225) 925-6146
Fee: \$16 to OMV
(NPC)
***LA** Request Form

MAINE

CCME

ME residents must be scanned.
Non-residents submit fingerprint card and fee to:
MorphoTrust, Maine Cardscan
3051 Hollis Dr, Ste 310
Springfield, IL 62704
Fee: \$31
***ME** Scan or FD-258 Fingerprint Card
***ME** Instructions

DRME

BMV-Driver License Services Div.
29 State House Station
Augusta, ME 04333-0029
(207) 783-5422
Fee: \$11 to Secretary of State
***ME** Request Form

MARYLAND

CMD

CJIS
P.O. Box 32708
Pikesville, MD 21282-2708
(410) 764-4501
Fee: \$18 to CJIS
Fingerprints Required
***MD** Fingerprint Card
***MD** Instructions

DRMD

MVA - ATTN: Certified Copy Unit
Room 145
6601 Ritchie Highway, NE
Glen Burnie, MD 21062
(301) 729-4550
Fee: \$12 to MVA
***MD** Form DR057,
(Request *Certified Complete Record*)

MASSACHUSETTS

CCMA

[Affidavit of Criminal History Form F-9](#)

DRMA

Attn: Driving Records
RMV – Court Records Dept.
P.O. Box 55896
Boston, MA 02205-5896
(617) 351-4500
Fee: \$20, use Form **T21080-0315**

MICHIGAN

[CCMI](#) - SBM Requester ID: **50P**
Applicants in the State of Michigan
Pre Register at [IdentoGo By Morpho Trust USA](#) website or use other MSP approved vendor.

[See Form F-14](#)

(After fingerprint scanning, SBM F-14/MSP RI-030 must be submitted to the C&F Department.)

Applicants not currently in Michigan

Obtain instructions from the Character & Fitness Department or at F-14 NR link below.

Fingerprints & F-14 NR Required
(Duplicate SBM F-14NR/MSP RI-030 must be submitted to the C&F Department.)

DRMI

DOS - Record Look Up Unit
7064 Crowser Drive
Lansing, MI 48918-1540
(517) 322-1624
Fee: \$12.00 to State of MI
***MI** Form BDVR-153 ^(9/16)

MO = money order; CC = certified check; NPC = no personal checks; SASE = self addressed, stamped envelope

REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

MINNESOTA

CCMN

Minnesota Bureau of Criminal Apprehension
MJIS, ATTN: Record Checks
1430 Maryland Ave, East
St. Paul, MN 55106
(651) 793-2400
Fee: \$8 (**SASE**) to BCA
***MN** Informed Consent & Instructions

DRMN

DVS, Records Unit
445 Minnesota Street, Suite 161
St. Paul, MN 55101-5161
(651) 296-2940
Fee: \$10 to DVS (**SASE**)
***MN** PS2502A-21 - Notarized

MISSISSIPPI

CCMS

Affidavit of Criminal History Form F-9

DRMS

Department of Public Safety
Attn: MVR – Driver Records
PO Box 958
Jackson, MS 39205
(601) 987-1271
Fee: \$11 pay to MS DPS (**NPC, SASE**)
***MS** Forms DPPA-2, DPPA-3

MISSOURI

CCMO

Missouri State Highway Patrol
Criminal Records & ID Division
P.O. Box 9500
Jefferson City, MO 65102
(573) 526-6153
Fee: \$20 to State of MO, Criminal Record System
Fingerprints Required
***MO** FD-258 Fingerprint Card
***MO** SHP-158R & Instructions

DRMO

Driver License Bureau
DL Record Center
PO Box 2167
Jefferson City, MO 65105-2167
(573) 526-3669
Fee: \$5.88 to Driver's License Bureau
***MO** Form 4681

MONTANA

CCMT

Montana Criminal Records
P.O. Box 201403
Helena, MT 59620-1403
E-mail: dojcriss@mt.gov
Phone: (406) 444-3625
Fee: \$11.50
Fingerprints Required
***MT** FD-258 Fingerprint Card
***MT** Instructions

DRMT

Motor Vehicle Division
P.O. Box 201430
Helena, MT 59620-1430
(406) 444-3933
Fee: \$10 (**NPC, SASE**)
***MT Form 34-0100 (notarized)**
***MT Form 34-0100A**

NEBRASKA

CCNE

Nebraska State Patrol
ATTN: CID Division
3800 NW 12th St – Ste A, Lincoln, NE 68521
(402) 471-4545 - Fee: \$12
Fingerprints Required
***NE** FD-258 Fingerprint Card
***NE** NSP752 (10/16)

DRNE

DMV - Driver Records Division
301 Centennial Mall South
P.O. Box 94789
Lincoln, NE 68509-4789
(402) 471-3918
Fee: \$3 to Dept. of Motor Vehicles (**SASE**)
***NE** Form drvrecapp (**notarized**)

REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

NEVADA

CCNV

DPS General Services Division
Attn: Fingerprint Support Unit
333 W Nye Lane, Suite 100
Carson City, NV 89706
(775) 684-6262
Fee: \$23.50 (**NPC, MO, CC**) to DPS
Fingerprints Required
*NV FD-258 Fingerprint Card
*NV DPS-006 (06/15)

DRNV

Central Services Records Section
555 Wright Way
Carson City, NV 89711-0250
(775) 684-4590
Fee: \$13 to DMV, Records Section
*NV IR002 & Instructions

NEW HAMPSHIRE

CCNH

New Hampshire Dept. of Safety
Division of State Police - CRCR
33 Hazen Drive, Room 106A
Concord, NH 03305
(603) 223-3867
Fee: \$25 (**NPC, SASE**) to State of NH-Criminal
Records
*NH Release Authorization DSSP256

DRNH

NH Dept of Safety
DMV- FR Records
23 Hazen Drive
Concord, NH 03305
(603) 227-4040
Fee: \$15 to State of NH -DMV
*NH Form DSMV505 (**notarized**)

NEW JERSEY

CCNJ

If In-State Use Weblink
If Out of State Call: (609) 882-2000 ext 2918
Fee: \$40.69 (see instructions)
Fingerprints Required
*NJ Instructions
*NJ Universal Form A(NJ Residents)

DRNJ

MVC - Abstract Unit
225 E State St., P.O. Box 142
Trenton, NJ 08666-0142
(609) 292-6100
Fee: \$15 to NJ MVC (Copy of Photo ID)
*NJ Form ISM/DO-21

NEW MEXICO

CCNM

Department of Public Safety
ATTN: Records, P.O. Box 1628
Santa Fe, NM 87504-1628
(505) 827-9181
Fee: \$15 (**CC, MO, SASE**) to DPS
*NM Authorization Form (must be notarized)

DRNM

Motor Vehicle Division
P.O. Box 1028
Santa Fe, NM 87504-1028
(505) 827-2241
Certified \$9.99
Form MVD 11260
*NM On-Line Request Accepted

NEW YORK

CCNY

Complete instructions at this link:
<http://www.criminaljustice.ny.gov/ojis/recordreview.htm>
Fee: \$62.00 (**MO**)
Fingerprint Scanning Required

DRNY

MV-15 Processing
NYS Dept of Motor Vehicles
6 Empire State Plaza
Albany, NY 12228
(800) 225-5368
Fee: \$10 to Commissioner of Motor Vehicles
(**Copy of photo ID**)
*NY Form MV-15/DPPA

REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

NORTH CAROLINA

CCNC (*Right to Review*)

NCSBI - CIIS
Attn: Applicant Unit – Right to Review
PO Box 29500
Raleigh, NC 27636-0500
(919)582-8600
Fee: \$14 (**NPC, MO, CC**) - to NC SBI
*NC Right to Review Request Form (2/16)
*NC FD-258

DRNC

NCDMV, Driver License Records
3113 Mail Service Center
Raleigh, NC 27699
(919) 715-7000
Fee: \$14 to NCDMV
*NC Forms DL-DPPA-1 and 2

NORTH DAKOTA

CCND

ND Bureau of Criminal Investigation
Criminal Records Section
P.O. Box 1054, 4205 State Street
Bismarck, ND 58502-1054
(701) 328-5500
Fee: \$15 (**NPC**) to North Dakota Atty General
*ND SFN 50744 (5/14)
*ND Release of Information SFN 51156 (5/14)
*ND FD-258

DRND

ND Dept. of Transportation
Drivers License Division
608 East Boulevard Avenue
Bismarck, ND 58505-0700
(701) 328-2600
Fee: \$3
*ND SFN 51386 (11-2016)
*ND Order by mail only. C&F will not accept
on-line record.

OHIO

CCOH

Applicants currently in the State of Ohio

See instructions at above link.

<http://www.ohioattorneygeneral.gov>

Applicants not currently in Ohio:

Ohio BCI & I
P.O. Box 365
London, OH 43140
(877) 224-0043
Fee: \$22 (**NPC**) to Treasurer, State of Ohio
Fingerprints Required
*OH BCI&I Identification Card (or FD-258)
*OH Request for Exemption from Electronic
Fingerprints

DROH

Ohio BMV
Attn: BMV Records
P.O. Box 16520
Columbus, OH 43216-6520
(614) 752-7500
Fee: \$5 to OH Treasurer of State
*OH Form BMV 1173 (07/14)

OKLAHOMA

CCOK

OK State Bureau of Investigation
Criminal History Record Info. Request
6600 North Harvey Place
Oklahoma City, OK 73116
(405) 848-6724
Fee: \$19 (**NPC, SASE**) **Fingerprints Required**
*OK FD-258 Fingerprint Card
*OK Form OSBI CHRU 04/16

DROK

DPS – Records Management Division
P.O. Box 11415
Oklahoma City, OK 73136
(405) 425-2262
Fee: \$28 (**NPC, SASE**)
*OK Form DPS 303RM 0097 09/17

REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

OREGON

CCOR

Oregon Dept. of State Police
ID. Services Section - Unit 11
P.O. Box 4395
Portland, OR 97208-4395
(503) 378-3070
Fee: \$38

Fingerprints Required

***OR** Record Request Form
***OR** FD-258 Fingerprint Card

DROR

DMV - Records Services
1905 Lana Avenue, NE
Salem, OR 97314
(503) 945-5475
Fee: \$3 – *Certified Court Print*
***OR** Form 735-7266 (3-16)

PENNSYLVANIA

CCPA

Pennsylvania State Police
Central Repository-164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758
(888) 783-7972
Fee: \$13 (**NPC**) to Commonwealth of PA
***PA** Form SP 4-164 7/15

DRPA

BDL - Driver Record Services
P.O. Box 68695
Harrisburg, PA 17106-8695
(717) 412-5300 – out of state
Fee: \$34 to PennDOT
***PA** Form DL-503 (7/17)

PUERTO RICO

CCPR

[Affidavit of Criminal History Form F-9](#)

DRPR

Driving Not Required

RHODE ISLAND

CCRI

Bureau of Criminal Identification
150 South Main Street
Providence, RI 02903
(401) 274-4400 ask for BCI
Fee: \$5 (**NPC, SASE**) to BCI
Notarize Form F-8, include certified copy of photo id.

Fingerprints Required

***RI** FD-258 Fingerprint Card
***RI** Disclaimer

DRRI

DMV - Operator Control
600 New London Avenue
Cranston, RI 02920-3024
(401) 462-0800
Fee: \$19.50 to Operator Control
F-10 or On Line
***RI** Web Instructions

SOUTH CAROLINA

CCSC

SLED Records Department
P.O. Box 21398
Columbia, SC 29221-1398
(803) 737-9000
Fee: \$25 (**NPC, SASE**) pay to SLED
Request Report through SLED CATCH or
With the following form via US MAIL
***SC** CJ-022 9/25/15

DRSC

SCDMV
Alternative Media
P.O. Box 1498
Blytheville, SC 29016-0035
(803) 896-5000
Fee: \$6 to SC DMV
***SC** Form MV-70 or On Line
***SC** Web Instructions

REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

SOUTH DAKOTA

CCSD

Division of Criminal Investigation
1302 E. Highway 14, Suite 5
Pierre, SD 57501-8505
(605) 773-3331
Fee: \$24 to Division of Criminal Investigation

Fingerprints Required

*SD FD-258 Fingerprint Card
*SD DCI Authorization Form

Driver Licensing Program
118 West Capitol Avenue
Pierre, SD 57501-2036
(605) 773-6883
Fee: \$5 to Dept of Commerce
*SD Form MVRAUT (Notarize)

TENNESSEE

CCTN

Tennessee Bureau of Investigation
Criminal History Info Request
901 R.S. Gass Blvd.
Nashville, TN 37216
(615) 744-4057
Fee: \$29 (NPC) *TN Form BI 0238 (6/13)
NOTE: In order for the report to be accepted by
the State Bar of Michigan, the report must be
sent to SBM by TBI.

DRTN

TN Dept of Safety & Homeland Security
MVR Request
PO Box 945
Nashville, TN 37202
(615) 741-3954
Fee: \$5 to TN Dept of Safety & Homeland
Security (MO, CC)
*TN (Request Form)

TEXAS

CCTX

TX Residents See instructions
[http://www.txdps.state.tx.us/internetforms/
Forms/CR-63.pdf](http://www.txdps.state.tx.us/internetforms/Forms/CR-63.pdf)

***TX Non-residents** See instructions
[http://www.txdps.state.tx.us/internetforms/
Forms/CR-63.pdf](http://www.txdps.state.tx.us/internetforms/Forms/CR-63.pdf)

Fee: \$25.00

Fingerprints Required

*TX Instructions Form CR-63
*TX FD-258 Fingerprint Card

DRTX

Texas Department of Public Safety
P.O. Box 149008
Austin, TX 78714-9008
(512) 424-2600
Fee: \$20 to TX DPS
*TX Form DR-1

UTAH

CCUT

Utah Bureau of Criminal Identification
3888 West 5400 South
Taylorsville, Utah 84129
(801) 965-4445
Fee: 15

Fingerprints Required

*UT Form 98-1-03 (8/17)
*UT Third Party Release

DRUT

Department of Public Safety
Driver License Division
P.O. Box 144501
Salt Lake City, UT 84114-4501
(801) 965-4437
Fee: \$10.75 (NPC)
*UT Form DLD266m \$10.75
*UT Form DLD60b \$6.00

VERMONT

CCVT

[Affidavit of Criminal History \(Form F-9\)](#)

DRVT

Department of Motor Vehicles
120 State Street
Montpelier, VT 05603-0001
(802) 828-2000
Fee: \$16 to VT DMV
*VT Form TA-VG-116(d)

DRSD

MO = money order; CC = certified check; NPC = no personal checks; SASE = self addressed, stamped envelope

REPOSITORY LISTING

CRIMINAL (CC)

DRIVING (DR)

VIRGINIA

CCVA

*VA SP-167 [Electronic](https://apps.vsp.virginia.gov/catspublic/public/publicHome.html) Submission
<https://apps.vsp.virginia.gov/catspublic/public/publicHome.html>

DRVA

Department of Motor Vehicles
 P.O. Box 27412
 Richmond, VA 23269-0001
 (866) 368-5463
 Fee: \$14
 *VA Form CRD93

WASHINGTON

CCWA

Washington State Patrol, ID/Criminal History Section
 P.O. Box 42633
 Olympia, WA 98504-2633
 (360) 534-2000
 Fee: \$38 pay to WA State Patrol (**NPC**)
Fingerprints Required
 *WA 3000-240-569
 *WA FD-258 Fingerprint Card (must include ORI# WAWSP0000 and Reason Fingerprinted: Public Information RCW 10.97)

DRWA

Dept of Licensing - Driver Records
 P.O. Box 3907
 Seattle, WA 98124-3907
 (360) 902-3900
 Fee: \$13 to Dept of Licensing
 *WA Form DR-500-009 (R/9/16) WA

WEST VIRGINIA

CCWV

WV Residents:
<https://wv.l1enrollment.com/OpenNetworkPortal>
 WV Nonresidents:
 Fee: \$32.50 to MorphoTrust
 *WV instructions
 *WV (2) FD-258 Fingerprint Cards
 *WV Form WVSP 39

DRWV

WV Division of Motor Vehicles
 Insurance Section/Driving Records
 PO Box 17020
 Charleston, WV 25317
 (304) 926-3952
 Fee: \$7.50
 *WV Form DMV-101-PS (notarized)

WISCONSIN

CCWI

Crime Information Bureau
 ATTN: Record Check Unit
 P.O. Box 2688
 Madison, WI 53701-2688
 (608) 266-5764
 Fee: \$20 to Wisconsin Department of Justice
Fingerprints Required
 *WI FD-258 Fingerprint Card
 *WI Form DJ-LE-250

DRWI

Driver Records
 Wisconsin DOT
 P.O. Box 7995
 Madison, WI 53707-7995
 (608) 261-2566
 Fee: \$12 to Registration Fee Trust (**SASE**)
 *WI Form MV2896

WYOMING

CCWY

Office of the Attorney General
 Division of Criminal Investigation
 ATTN: ATS, 208 S. College Dr.
 Cheyenne, WY 82002
 (307) 777-7181
 Fee: \$15 (**NPC**) to Office of A. G.
Fingerprints Required
 *WY FD-258 Fingerprint card

DRWY

WYDOT
 Driver Services/Driving Records
 5300 Bishop Blvd.
 Cheyenne, WY 82009-3340
 (307) 777-4810
 Fee: \$5 to WYDOT (**MO, CC**)
 *WY Form DSFR-11E