

## Michigan Non Resident Cardscan Processing Overview

Applicants, who reside out of the State of Michigan, may use the IdentoGO Card Scan Processing Program. The Card Scan Processing Program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. The section below details the procedures for submitting fingerprints to the Card Scan Processing Unit.

### **Michigan Licensing**

An Applicant should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints on an FBI (FD-258) fingerprint card or LiveScan fingerprints printed to an FBI (FD-258) fingerprint hard card.

**\*Please provide the following information to the technician capturing the fingerprints\***

- **Capturing Four-Finger Slaps:**

- Fingers must be placed vertically, straight up-and-down, when capturing the four-finger slaps as depicted below:



- Michigan State Police will reject and refuse to process any fingerprint cards that have the four finger slap prints at an angle.

- **Capturing Individual Fingers:**

- Each finger and thumb will need to be rolled completely from one side of the fingernail to the other side of the fingernail.
- Michigan State Police will reject and refuse to process any fingerprint card that contains non-rolled fingerprints.

- **Submitting Fingerprint Cards:**

- Fingerprints must be submitted on standard FBI (FD-258) fingerprint hard card. IDEMIA will not process any other state or local government agency's fingerprint card, we can only accept the standard FBI (FD-258) fingerprint hard card (white with light blue trim).

- The fingerprint card must be completely filled-out in legible print. The following information must be included or the Fingerprint Card will not be processed:
  - ✓ Full name
  - ✓ Date of birth
  - ✓ Home address
  - ✓ Sex
  - ✓ Height
  - ✓ Weight
  - ✓ Hair color
  - ✓ Eye color
  - ✓ Place of birth (state or country only)
  - ✓ Citizenship
  - ✓ Reason Fingerprinted and Agency ID number or MSP Requester ID number
- To ensure that a fingerprint record is processed under the correct Requesting Agency and for the correct fingerprint reason, applicants must mail a copy of the appropriate Michigan form with the fingerprint card. The Michigan form will be one of the following:
  - Live Scan Fingerprint Request Form (RI-030)
  - Long Term Care Workforce Background Check Form
  - Licensing Record Clearance Request Form

### **Hard Card Scan Registration Process**

**Once fingerprints are captured on a fingerprint hard card and the individual's demographic data is completely filled-out, please follow the steps listed below:**

- Go to [www.identogo.com](http://www.identogo.com) website
- Select the State of **Michigan**
- Select the **Register for Non-Resident Cardscan Processing Service** option

#### **Enrollment Center Health and Wellness**

**ENROLLMENT CENTER STAFF AND CUSTOMERS MUST WEAR A FACE COVERING TO ENTER OUR CENTERS UNLESS EXEMPTED DUE TO AGE OR A MEDICAL CONDITION.**

Health and wellness are critical to our ability to provide essential services to the public. If you are feeling sick and have scheduled an appointment with us, we ask that you visit us online or call to reschedule your appointment. Be aware that if you are exhibiting symptoms while at an enrollment center, we may kindly ask to reschedule your appointment. Our staff are trained to sanitize their hands between customer interactions, and to disinfect surfaces that customers come in contact with regularly. In response to the Coronavirus, we have increased cleaning protocols related to high-touch surfaces like door handles, keyboards, counters, chairs, etc. We have directed our team to stay home and see a doctor when they are not feeling well.

Please print the confirmation statement at the end of your enrollment and follow all published safety guidelines we have implemented based on CDC and WHO recommendations.

#### **For Licensing, Certification or Employment requirements in Michigan**

**Important!** You must finish the registration process to be fingerprinted. You will receive an email or a confirmation number when registration is complete.

<p><b>For New Appointments</b></p> <p>To schedule a new appointment, click the green button below. We will ask you for the information needed to schedule and process your background check.</p> <p><b>Schedule a New Appointment</b></p>	<p><b>For Non-Resident Cardscan Process</b></p> <p>To register to send your prints through the mail, click the button below. You will be asked to mail your fingerprint cards to Identogo after payment is made. <b>Only out of state residents or individuals physically unable to be digitally printed are able to use this option.</b></p> <p><b>Register for Non-Resident Cardscan Processing Service</b></p>	<p><b>To Look Up or Change an Existing Appointment</b></p> <p>To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record.</p> <p><b>Registration ID (REGID)</b></p> <p><b>Email Address</b></p>	<p><b>For Fingerprint Rejection Notices</b></p> <p>To schedule your retake appointment, please contact us at (866) 226-2952.</p>
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- Please select **OK** when the disclaimer pops-up asking to confirm that you truly want to submit a Hard / Ink Card to IdentoGO.
- On the next page, enter the appropriate **Agency or Requester ID Number**
  - If required by your Agency or Requester ID Number you will be prompted to data enter your **LARA Workforce Background Check System**:
    - **Confirmation Number**
- Next, enter complete demographic information. Please make sure the information entered exactly matches the data fields that were filled-out on the fingerprint hard card.
- Select a preferred method of payment from the drop down menu of options.
  - Business Checks and Money Orders must be made payable to IDEMIA
  - Personal checks are not accepted.

**Shipping Fingerprint Hard Card for Michigan Processing**

Please ship the fully completed fingerprint hard card, along with the RI-030 Live Scan Fingerprint Request Form, Long Term Care Workforce Background Check Form or Licensing Record Clearance Request Form and appropriate fee (indicated in the application packet) to the following address:

**IdentoGO**  
**Cardscan Department – Michigan Program**  
**340 Seven Springs Way, Suite 250**  
**Brentwood, TN 37027**

**Important Reminders**

- Please include a daytime telephone number or email address where the applicant can be reached if we have a question about the fingerprint card.
- The full name of the applicant must be included on the check or money order.
- Failure to completely fill- out the information on a fingerprint card will result in the card being returned to the applicant and delay the licensing process.
- Applicants wishing to verify that a fingerprint card has been processed may call the toll free IdentoGO Customer Service Call Center at (866) 226-2952 and speak with a customer service representative.