



## Michigan Non Resident Processing Options

Applicants, who reside outside of the State of Michigan, may use one of the following two Non-Resident Processing Options. **Option 1**, the IdentoGO Out of State Digital Fingerprinting Service or **Option 2**, the IdentoGO Non Resident Card Scan Service. Each of the two options are detailed below to assist you in finding which option works best for you.

### Option 1: IdentoGO Out of State Digital Fingerprinting Service

- Go to [www.identogo.com](http://www.identogo.com) website
- Select the State of **Michigan**
- Select the **Register for Out of State Digital Fingerprinting Services (Livescan)** option

The screenshot shows the IdentoGO website interface for Michigan. At the top, there's a header with the IdentoGO logo and a 'Start Over' button. Below the header, the page is titled 'Michigan'. The main content area is 'Fingerprinting & Enrollment Services'. There are several informational sections: 'COVID-19 DELAYS', 'Enrollment Center Health and Wellness', and 'For Licensing, Certification or Employment requirements in Michigan'. The 'For Licensing, Certification or Employment requirements in Michigan' section contains five columns of options. The first column is 'In-State Digital Fingerprinting Services (Live Scan)'. The second column is 'Out-of-State Digital Fingerprinting Services (Live Scan)', which is circled in red. The third column is 'For Non-Resident Cardscan Process'. The fourth column is 'To Look Up or Change an Existing Appointment'. The fifth column is 'For Fingerprint Rejection Notices'. Below these columns are buttons for 'Registration ID (REGID)' and 'Email Address'. At the bottom, there's a section for 'For Travel Security Screening and Transportation Threat Assessments' with three icons. A footer bar contains the text 'If you have any questions with the website, please call (866) 226-2952.'

- Please Note: There will be an additional \$39.95 Convenience Fee charged at the time of fingerprinting at the IdentoGO Out of State Enrollment Center.
- Applicants will enter required information just as they would if they were scheduling an appointment for a local Michigan Enrollment Center today.
- Applicants enter their current zip code for where they are currently located, as shown on the screen example below.

Enter a zip code to determine the closest fingerprinting location.

 [Go >](#)

- Enrollment Centers will display based on proximity the applicant's zip code
- If there is not an Enrollment Center in your area, you have the option to stop the pre-enrollment for OOS and begin a pre-enrollment to submit a Non-Resident Cardscan hard card via mail, as noted in Option 2.

[Send Fingerprint Cards via Mail](#)

 Commercial Centers (CC) offer a variety of additional products and services. Please refer to the service icon for availability by location.

Zip Code: 37067 <a href="#">Change</a>		Next Week >						
		Monday 1/18/2021	Tuesday 1/19/2021	Wednesday 1/20/2021	Thursday 1/21/2021	Friday 1/22/2021	Saturday 1/23/2021	Sunday 1/24/2021
State Delivery TN State Delivery 600 Charlotte Ave Nashville, TN 37243 Turn left at Sonic.		<a href="#">Directions</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>	<a href="#">Schedule</a>

- Once the applicant selects the Enrollment Center they will be visiting, the remainder of the pre-enrollment process must be completed.
- Applicants will visit the Enrollment Center on their selected appointment date and time to complete the process with Livescan Fingerprint capture.

## **Option 2: IdentoGO Non Resident Card Scan Service**

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

The screenshot shows the IdentoGO website interface for Michigan. At the top, there's a header with the IdentoGO logo and a language selector (English, Español). Below the header, the page title is "Michigan". The main content area is titled "Fingerprinting & Enrollment Services". There are several sections of text providing information about COVID-19 delays, enrollment center health and wellness, and licensing/certification requirements. The "For Licensing, Certification or Employment requirements in Michigan" section contains a table with five columns: "In-State Digital Fingerprinting Services (Live Scan)", "Out-of-State Digital Fingerprinting Services (Live Scan)", "For Non-Resident Cardscan Processing", "To Look Up or Change an Existing Appointment", and "For Fingerprint Rejection Notices". The "For Non-Resident Cardscan Processing" column is highlighted with a red circle. Below this table, there are two buttons: "Register for Non-Resident Cardscan Processing Service" and "Email Address". At the bottom of the page, there's a footer with social media icons and a contact number: "If you have any questions with the website, please call (866) 226-2952".



- 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.
- Complete the payment process, please note some fingerprint reasons will not see a payment process screen at this point due to a pre-established direct pay account through your requesting agency.
- Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page.

**Shipping Fingerprint Hard Card for Michigan Processing**

Please ship the fully completed fingerprint hard card, along with the signed pre-enrollment confirmation page, and 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.