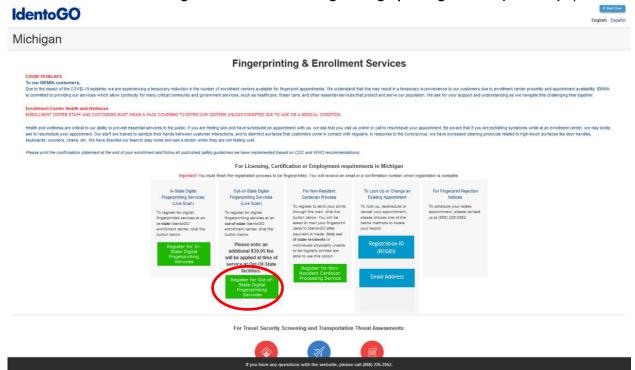


Michigan Non Resident Processing Options

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

- o Go to www.identogo.com website
- o Select the State of Michigan
- Select the Register for Out of State Digital Fingerprinting Services (Livescan) option

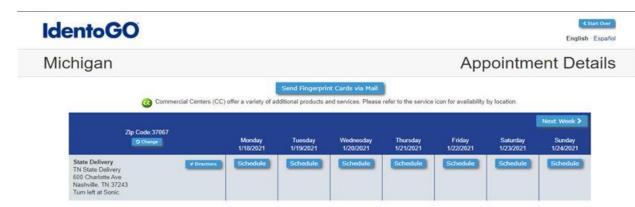


- Please Note: There will be an additional \$39.95 Convenience Fee charged at the time of fingerprinting at the IdentoGO Out of State Enrollment Center.
- Applicants will enter required information just as they would if they were scheduling an appointment for a local Michigan Enrollment Center today.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





- o 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 preenrollment for OOS and begin a pre-enrollment to submit a Non-Resident Cardscan hard card via mail, as noted in Option 2.



 Once the applicant selects the Enrollment Center they will be visiting, the preenrollment process must be completed. This process remains the same as what would occur for in-state applicants.



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).

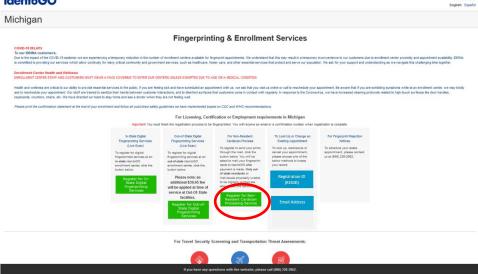


- The fingerprint card must be completely filled-out in legible print. The following information must be included or the Fingerprint Card will not be processed:
 - ✓ Full name
 - ✓ Date of birth
 - ✓ Home address
 - ✓ Sex
 - ✓ Height
 - ✓ Weight
 - ✓ Hair color
 - ✓ Eye color
 - ✓ Place of birth (state 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 <u>www.identogo.com</u> website
- o Select the State of Michigan
- Select the **Register for Non-Resident Cardscan Processing Service** option **IdentoGO**





- Please select **OK** when the disclaimer pops-up asking to confirm that you truly want to submit a Hard / Ink Card to IdentoGO.
- o 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.
- o 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
Prints, Inc
IdentoGO MI CardScan Operations
100 Salem Ct.
Tallahassee, FL 32301

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.