



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 website
- Select the State of **Michigan**
- Select the **Register for Out of State Digital Fingerprinting Services (Livescan)** option

IdentoGO

English - Español

Michigan

Fingerprinting & Enrollment Services

COVID-19 DELAYS

To our IDEMA customers,

Due to the impact of the COVID-19 epidemic we are experiencing a temporary reduction in the number of enrollment centers available for fingerprint appointments. We understand that this may result in a temporary inconvenience to our customers due to enrollment center proximity and appointment availability. IDEMA is committed to providing our services which allow continuity for many critical community and government services, such as healthcare, foster care, and other essential services that protect and serve our population. We ask for your support and understanding as we navigate this challenging time together.

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.

In-State Digital Fingerprinting Services (Live Scan) To register for digital fingerprinted services at an in-state IdentoGO enrollment center, click the button below: Register for In-State Digital Fingerprinting Services	Out-of-State Digital Fingerprinting Services (Live Scan) To register for digital fingerprinted services at an out-of-state IdentoGO enrollment center, click the button below: Please note: an additional \$39.95 fee will be applied at time of service at Out-Of-State facilities. Register for Out-of-State Digital Fingerprinting Services	For Non-Resident CardScan Process 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. Only out of state residents or individuals physically unable to be digitally printed are able to use this option. Register for Non-Resident CardScan Processing Service	To Look Up or Change an Existing Appointment To look up, reschedule or cancel your appointment, please choose one of the below methods to locate your record: Registration ID (REGID) Email Address	For Fingerprint Rejection Notices To schedule your retake appointment, please contact us at (866) 226-2952.
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For Travel Security Screening and Transportation Threat Assessments:



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.

Prints, Inc, IdentoGO MI CardScan Operations, 100 Salem Ct., Tallahassee, FL 32301

Telephone 866-226-2952 www.identogo.com

IdentoGO

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Appointment Details

Enter a zip code to determine the closest fingerprinting location.

[Go >](#)

REFUND POLICY / PRIVACY STATEMENT

If you have any questions with the website, please call (866) 226-2952.

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- 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.

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Appointment Details

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

[Change](#)

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
<div>State Delivery</div> <div>TN State Delivery</div> <div>600 Charlotte Ave</div> <div>Nashville, TN 37243</div> <div>Turn left at Sonic.</div> <div>Directions</div>	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule	Schedule

- Once the applicant selects the Enrollment Center they will be visiting, the pre-enrollment 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 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. Below this, there are five columns of service options, each with a "Register" button. The "Register for Non-Resident Cardscan Processing Service" button is highlighted with a red circle. At the bottom, there are links for "Registration ID (REGID)" and "Email Address".



- 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
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.