

Non Resident Card Scan Processing Procedures

Applicants who reside in an area where no IdentoGO Live Scan machine is available may use the IdentoGO Fingerprint Card Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a hard card into an electronic record enables an applicant to have a fingerprint record processed as quickly as if the person had traveled to a LiveScan machine. The sections that follow detail 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 or LiveScan fingerprints printed to a 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 may be submitted on standard FD-258 FBI applicant cards or fingerprint cards from any other state or local government agency (we prefer standard FBI applicant cards).
- The fingerprint card must be completely filled-out in legible print. The following information must be included:
 - ✓ 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
 - Long Term Care Workforce Background Check Form
 - Licensing Record Clearance Request Form

Hard Card Scan Registration Process

Once fingerprints are captured on a hard card and the information on the card is completely filled-out, please follow the steps listed below:

- Go to www.identogo.com website
- Click on the State of Michigan
- Select Online Scheduling
- Select desired language preference
- On the next page, enter the appropriate Agency or Requester ID Number
- On the page that requests a Zip Code be entered to find a fingerprint location or to select a region to find a fingerprint location, please select: **Pay for Ink Card Submission**
- Please select **OK** when the disclaimer pops-up asking to confirm that you truly want to submit a Hard / Ink Card to IdentoGO.



- Next, enter complete demographic information. Please make sure the information entered exactly matches the data fields that were filled-out on the Hard / Ink Card.
- Select a preferred method of payment from the drop down menu of options.

Shipping Hard Cards for Processing

The fully completed card, along with the 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) should then be mailed to the following address:

***IdentoGO
Cardscan Department
6840 Carothers Pkwy, Suite 650
Franklin, TN 37067***

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 866-226-2952 and speak with a customer service representative.