



LIVE SCAN START UP CHECKLIST

Live Scan Agency Should Complete:

Application Forms:

- BID- 004 Live Scan Interface Application

Agreements:

- BID-003 Automated Fingerprint Identification System and Criminal History Records Agreement
- RI-029 Applicant Fingerprint Transmission Agreement (only necessary if you wish to transmit applicant fingerprints)

Additional Documents:

- Network Diagram

Please send the above documents via email to howardk6@michigan.gov or via U.S. mail to:

Michigan State Police
Biometrics and Identification Division
Attn: Krystal Howard
333 S. Grand Ave.
Lansing, MI 48909

Upon receiving all required documents, the Automated Print Identification Section will issue your agency a Live Scan ID number and a Live Scan ORI number.

Considerations

Equipment and Software Interface Considerations:

- What type of Live Scan device and equipment is available/required?
 - *Visit Vendor Websites:*
 - www.crossmatch.com
 - www.idnetworks.com
 - www.morphotrust.com
 - www.dataworksplus.com

- Do you want your existing booking software to interface with your Live Scan device?
 - *Contact your booking vendor for information*

- Do you want your existing mug shot software to interface with your Live Scan device?
 - *Contact your mug shot vendor for information*

Connectivity Considerations:

- Does your local network meet the state's security requirements? (ex: firewalls, routers, etc.)
 - *Contact MSP MiCJIN Section at: 517-241-0615*

- What cost is associated with the communications installation, and the ongoing operation?
 - *Contact MSP MiCJIN Section at 517-241-0615*

- Do you have an existing LEIN workstation to receive the state's identification response?
 - *Contact MSP LEIN Field Services Section at: 517-241-0667*

Questions

For Assistance with any of these considerations please contact:

Michigan State Police
Biometrics and Identification Division
Live Scan Analyst,
Krystal Howard
517-241-0723

www.michigan.gov/msp-afis

GUIDANCE FOR LIVE SCAN AGENCY APPLICATION & AGREEMENT FORMS

Live Scan Interface Application (BID-004)

Point of Presence (POP) Line:

A Point of Presence (POP) line is used to connect to the state at one central location through TCP/IP (Internet Protocol). This line is sometimes referred to as a Local Government net line or LGNET line. The primary method of connection to the State is through the LGNET. This method uses secure lines and circuits between the host agency and the State. The routers at both ends are managed by AT&T. These connections are monitored 24/7 by AT&T and the State. Agencies can access all available MSP programs via an LGNET connection. LGNET circuits are available in two capacities, 512k or T1.

512K – One-time installation fee of \$1,525. Yearly fee \$11,500 (billed quarterly).

T1 – One-time installation fee of \$1,525. Yearly fee of \$21,000 (billed quarterly).

- Yearly fees may be pro-rated or divided among the number of agencies using that POP.
- Most counties already have a POP line established for agencies to connect to (this is the POP owner).
- Agencies need to get permission from POP owner to connect to their POP line. The POP owner may also ask you to share the cost of the POP line.
- Existing POP owners can provide guidance or recommendations on the best way for you to connect to their POP.
- The LAST MILE refers to the connection between your agency and your county's POP line.
- If you are the existing POP owner or your network administrator does not know how to complete the LAST MILE you can call your local phone provider and ask for "Data Connectivity from Point A (POP location) to Point B (your location) via TCP/IP on a 56K or T1 line. (You will be billed by the phone company for this line).

Internet Connections:

Gateway to Gateway VPN- A GW-to-GW VPN is a virtual network built on top of existing physical networks that can provide a secure communications mechanism for data and information transmitted between networks. It allows agencies to use their existing high-speed Internet connection to access the State network. All VPNs must encrypt their data communications.

SecurID Token- A SecurID token provides two-factor authentication and allows a user to access the MiCJIN portal over the internet from any location as allowed by CJIS Security Policy and is issued to a specific person and is not to be shared with other users. A SecurID token is a small, approximately one square inch in size, key fob that displays six digits that change every minute, synchronizing with a server at the State. The current cost for a SecurID token is \$11.00 per month, per token.

Live Scan Information:

Device Description:

- **Stand Alone** – single agency submitting fingerprints directly to state electronically (ex: school)
- **Central Booking** – booking agency submits fingerprints for multiple agencies
- **Store and Forward User** – your agency fingerprints and forwards prints to another device for transmission to state.
- **Store and Forward Site** – multiple Live Scan devices forward prints to
- YOU for transmission to the State.

Response Messages:

- **Criminal Justice Agency** – response messages can be full Criminal
- History Record (CCH/CHR) or ID only. Criminal Justice Agency's response messages are returned via LEIN to a designated ORI.
- **Non-Criminal Justice Agency** – response messages are ID only and returned via US Mail to the address identified with their Requestor ID. NOTE: If you do not have an existing Requestor ID please call MSP Applicant Team at (517) 241-0617 to obtain one.

Sample Network Diagram:

- Identify security controls firewalls, intrusion detection, encryption, authentication mechanisms, and physical security.

Automated Fingerprint Identification System and Criminal History Record Information System Agreement (BID-003)

- Defines responsibilities of all parties involved.

Applicant Fingerprint Transmission Agreement (RI-029)

- Necessary if local agency plans to transmit applicant fingerprints via Live Scan device.
- Local agency is responsible for the collection of state and FBI applicant fingerprint fees and forwards these fees on a monthly basis when you receive a billing statement from MSP for applicant prints transmitted during the previous month.