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MICHIGAN LIQUOR CONTROL COMMISSION
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Bulletin No. 2014-08

Date: December 9, 2014

To: All Liquor License Applicants

From: Michigan Liquor Control Commission

Subject: Change in Fingerprint Processing

This is an important notice concerning changes to the fingerprint process for those applicants that are required to submit fingerprints as part of their application for a liquor license.

If an applicant is required to submit fingerprints, the applicant shall have the fingerprints taken by a local law enforcement agency, the Michigan Department of State Police, or any other person qualified to take fingerprints, such as Identogo®, as determined by the Michigan Department of State Police.

The Michigan Department of State Police has contracted with Identogo® to provide fingerprint-based background checks for licensing purposes as authorized by law. When your fingerprints are taken, an Identogo® technician will perform a scan of your fingerprints and submit the data electronically to the Michigan Department of State Police who will send the record directly to the Liquor Control Commission for review and consideration. Information about fees and scheduling your fingerprint appointment with Identogo® can be found at www.identogo.com or by calling (866) 226-2952.

Effective January 1, 2015, the Commission will no longer utilize paper fingerprint cards and will no longer accept those paper fingerprint cards as a part of the application process. The Commission will no longer collect the fingerprint fee since payment will now be made directly to Identogo®.

Applicants for a Michigan liquor license must take the Livescan Fingerprint Background Request form to their fingerprint appointment. This form and instructions can be found on the Commission's website at www.michigan.gov/lcc.