



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

STEVEN H. HILFINGER
DIRECTOR

REQUEST FOR COURT DOCUMENTS REGARDING FELONY CONVICTIONS
(Please forward this document to the court where the conviction records are filed)

APPLICANT: Please fill in the boxes below with the appropriate information related to your felony conviction(s). Present this completed form to the court to ensure that all the necessary information is provided directly to the department. A copy of this form should be used for each separate court jurisdiction, however if there are multiple convictions in one court, list them all on the same form. If the court assesses any cost for this service, it is your responsibility to pay the court for providing the documents and mailing them to the department. Make additional copies of this form as necessary.

Applicant's Name	Date of Birth
Mailing Address (Number and Street)	Social Security Number
City	State/ZIP

Name and Location of Court		
Your Name When Convicted	Name of Felony Conviction	Conviction Date

COURT: Please forward official copies of the documentation related to the above conviction(s) which include:

- Conviction/sentencing summary (e.g. Judgment Order of Conviction, Order of Sentencing, Order of Probation, etc.) containing the docket/case number, name of offender, date of conviction/sentencing, name and location of the court.
- Any additional information concerning compliance with the terms of sentence (e.g., parole, probation, restitution, fines/costs, etc.)

Please include a copy of this notice with the requested documentation and mail to:

Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
GMC Review – CONFIDENTIAL
P.O. Box 30094, Lansing, MI 48909

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