

Michigan Department of State
 Licensing Unit
 Lansing, MI 48918

Live Scan Fingerprint Request

Instructions for Applicant:

1. Complete APPLICANT INFORMATION below.
2. Schedule an appointment to be fingerprinted:
 - a. Visit www.michigan.gov/msp
 - b. In the Search box, type "Private Livescan Vendors," and click on Go.
 - c. Select the MSP – Private Live Scan Vendors link for list of vendors.
3. Attend appointment, pay fee, and keep the receipt.
4. Bring picture ID and this completed form to the appointment.

Criminal history report will be forwarded to the Department of State by the Michigan State Police.

APPLICANT INFORMATION

Applicant Name: Last			First			Middle		
Date of Birth			Race			Gender		
Street Address								
City			State		Zip		Phone Number ()	
Check One:	<input type="checkbox"/> Owner, designated representative/coordinator, authorized official, etc. <input type="checkbox"/> Instructor and/or Examiner							

Date Fingerprinted: _____

Type of Picture ID Presented: _____

REQUESTING AGENCY INFORMATION

Agency ID: **3720E**
(ROID)

Agency Name: **Bureau of Regulatory Services**

Reason Fingerprinted: LDE – Dept of State, Driver Education Certification (MCL 256.649)
 TPT – Third Party Tester (MCL 257.309)

If you are both a driver education instructor and driving skills test examiner, check the LDE – Dept of State, Driver Education Certification.

Disclaimer: Any and all fingerprints processed with incorrect fingerprint codes/reasons, etc., are the applicant's responsibility. Michigan State Police will charge for second requests due to an incorrect fingerprint reason.