

CONNECTING YOUR LIVE SCAN TO THE STATE

1. You will need to complete the following forms:

AFIS Agreement **RI-031**
(signed by head of agency)

Live Scan Interface Application **RI-032**

Applicant Transmission Fee Agreement **RI-029**
(if your agency is doing applicant prints)

These forms are located at the following link to the AFIS/Live Scan web page:
<http://www.michigan.gov/msp-afis>

2. Mail the completed forms along with a copy of your **Network Security Diagram** to:

Michigan State Police
Criminal Records Division
Identification Section
P.O. Box 30634
Lansing, MI 48913

The network security diagram and questions can be emailed to:
Kramer_keith@michigan.gov

3. Upon receiving all required documents, the Identification Section will issue your agency a Live Scan ID number and a Live Scan ORI number.
4. A connection order will be submitted to the **Network Operations Center (NOC)** with the Department of Information Technology.
5. Upon receiving notification for the Network Operations Center the Identification Section will contact your agency to send in a test transaction to verify the connection.

