



STATE OF MICHIGAN  
DEPARTMENT OF STATE POLICE  
LANSING

GRETCHEN WHITMER  
GOVERNOR

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DIRECTOR

## ***MSP CRIMINAL RECORDS QUICK NOTES!!!***

- MSP has no statutory authority to disseminate a disposition on a rapsheet for any reason if it is not matched to a specific set of arrest prints.
- MSP is required by MCL 28.242a to disseminate all criminal records that are associated with a set of arrest fingerprints, unless we have a matching disposition which seals the incident.
- TCN #s do not guarantee that MSP has prints on file. Live Scan operators should check their LEIN response to verify the arrest build was complete.
- Date of incident is when the offense occurred, date of arrest can be either the date the person was first arrested or when they were fingerprinted.
- Police and courts are required to submit arrest fingerprints and dispositions for all criminal cases for which the maximum punishment is 93 days or more, except for 257.9041B – DWLS 1<sup>st</sup> offense and 257.9042-A – Allowing a Suspended Person to Operate. Police MAY submit arrest prints for lesser non-traffic misdemeanors.
- Courts may submit arrest corrections to [MSP-CRD-CHRCORR@michigan.gov](mailto:MSP-CRD-CHRCORR@michigan.gov).
- Dispositions are matched to arrest prints by either TCN & OCA (PIN/complaint number) or CTN & SID. The OCA must EXACTLY match what MSP has on file.
- When submitting dispositions, use proper SCAO/MSP disposition codes, use the date of disposition as the court date, and make sure to include sentencing data.
- Per MCL 28.243(8), courts must submit dispositions for any offense if arrest fingerprints were sent to MSP. For ordinance violations, use the state PACC code, ordinance flag and the regular disposition code. If there is no state-corresponding criminal statute, use “111.111” for the PACC code, the ordinance flag and the disposition code “NSC – No State Code” which will remove the case.
- By statute, MSP expunges (destroys) all cases closed without charges (no exceptions) and cases closed by acquittal (except for sex offenses, cases against children, or if the person has a prior conviction).
- For record corrections and updates, MSP needs to hear from the court directly, not the offender. Documentation may be faxed to 517-241-0866 or e-mailed to [MSP-CRD-JUDICIAL@michigan.gov](mailto:MSP-CRD-JUDICIAL@michigan.gov). Rejected updates may be e-mailed to [MSP-CourtRej@michigan.gov](mailto:MSP-CourtRej@michigan.gov).