

AUTHORITY: MCL 28.162, 28.214, 28.215
COMPLIANCE: Voluntary, however, failure to complete application will result in denial of request.

LIVE SCAN INTERFACE APPLICATION

This application is required for electronic submission of fingerprints and/or mug shot images. A network security diagram must be included, unless using a secure ID token VPN connection.

I. Agency Information			
A. Agency Name	B. Hours of Operation	C. Telephone Number	D. Fax Number
E. Address	F. City	G. State	H. ZIP Code

II. Contact Information				
A. NAME AND TITLE	B. RESPONSIBILITY	C. TELEPHONE NUMBER	D. FAX NUMBER	E. E-MAIL
1.	Agency Contact			
2.	Network Administrator			
3.	Live Scan Administrator			
4.	Live Scan Trainer			
5.	Mug Shot Administrator			
6.	Mug Shot Trainer			

III. Vendor Information			
A. Live Scan Vendor	B. Booking Software Vendor	C. Mug Shot Vendor	
D. Will "Subject Information" be downloaded (Interfaced) from another system? <input type="checkbox"/> Yes <input type="checkbox"/> No		E. Is your mug shot system currently sending IMAGES to the Live Scan device? <input type="checkbox"/> Yes <input type="checkbox"/> No	
F. What is the approximate number of existing digital images in your local database archives? -----▶ NUMBER OF IMAGES			

IV. Point-of-Presence (POP) Line Information			
A. Name of Existing POP Owner	B. Existing POP Owner's Location	C. Gateway Default	D. Subnet Mask
E. Request new POP of your own? (Fees associated take six to eight weeks) <input type="checkbox"/> Yes <input type="checkbox"/> No		F. Do you have permission from the POP owner to use their POP? <input type="checkbox"/> Yes <input type="checkbox"/> No	
G. Have you ordered the LAST MILE? (Takes six to eight weeks) <input type="checkbox"/> Yes <input type="checkbox"/> No		H. Comments?	

V. Live Scan Information (Examples Available on Instructions)						MSP ONLY
A. Live Scan Device Description	Mug <input type="checkbox"/>	B. Contact Person	C. E-Mail	D. 24/7 Phone Number	E. LEIN ORI	F. Live Scan ORI
G. Live Scan Device IP Address	H. Street/City/ZIP Code			I. Fax	J. Requestor ID	K. Live Scan ID
A. Live Scan Device Description	Mug <input type="checkbox"/>	B. Contact Person	C. E-Mail	D. 24/7 Phone Number	E. LEIN ORI	F. Live Scan ORI
G. Live Scan Device IP Address	H. Street/City/ZIP Code			I. Fax	J. Requestor ID	K. Live Scan ID
A. Live Scan Device Description	Mug <input type="checkbox"/>	B. Contact Person	C. E-Mail	D. 24/7 Phone Number	E. LEIN ORI	F. Live Scan ORI
G. Live Scan Device IP Address	H. Street/City/ZIP Code			I. Fax	J. Requestor ID	K. Live Scan ID

LIVE SCAN INTERFACE APPLICATION INSTRUCTIONS

The Live Scan Interface Application is required for agencies submitting fingerprints and/or mug shot images electronically with a Live Scan device. A network security diagram must be included if an agency is **NOT** using a secure ID token VPN connection. Questions should be directed to the Identification Section at (517) 241-5708.

I. Agency Information

- All applying agencies must complete all items in this section.

II. Contact Information

- All applying agencies must define their “Agency Contact,” “Network Administrator,” “Live Scan Administrator,” and “Live Scan Trainer.”
- Criminal Justice Agencies planning to submit mug shot images must **ADDITIONALLY** define their “Mug Shot Administrator” and “Mug Shot Trainer.”

III. Vendor Information

- Non-Criminal Justice Agencies must **ONLY** complete item A.
- Criminal Justice Agencies must complete items A, B, and D.
- Criminal Justice Agencies planning to submit mug shot images must complete all items in this section.

IV. Point-of-Presence (POP) Line Information

- All applying agencies must complete all items in this section.

V. Live Scan Information

- Item A – Live Scan Device Description – describes the device or location (e.g., booking, records, stand alone, etc.). Check the “Mug” box if the Live Scan device will be submitting photos. Non-Criminal Justice Agencies **DO NOT** check the “Mug” box.
- Items B, C, D, G, H, and I must be completed by all applying agencies.
- Item E is completed only by Criminal Justice Agencies.
- Item J is completed only by Non-Criminal Justice Agencies.
- Items F and K are completed by the Michigan State Police’s Criminal Records Division.

Example 1: Criminal Justice Agencies NOT Planning to Submit Mug Shot Images: Mug is NOT checked; items F, J, and K are BLANK.

A. Live Scan Device Description Store and Forward	Mug <input type="checkbox"/>	B. Contact Person John Smith	C. E-Mail smithj@emailaddress.com	D. 24/7 Phone Number (555) 555-3333	E. LEIN ORI MI330013A	F. Live Scan ORI
G. Live Scan Device IP Address 204.20.34.182	H. Street/City/ZIP Code 100 Court St., Lansing, 48913		I. Fax (555) 555-3334	J. Requestor ID	K. Live Scan ID	

Example 2: Criminal Justice Agencies Planning to Submit Mug Shot Images: Mug is checked; items F, J, and K are BLANK.

A. Live Scan Device Description Central Booking	Mug <input checked="" type="checkbox"/>	B. Contact Person Sgt. James Doe	C. E-Mail doej@emailaddress.com	D. 24/7 Phone Number (555) 555-4444	E. LEIN ORI MI3300600	F. Live Scan ORI
G. Live Scan Device IP Address 127.0.0.1	H. Street/City/ZIP Code 200 Jail St., Lansing, 48913		I. Fax (555) 555-4445	J. Requestor ID	K. Live Scan ID	

Example 3: Non-Criminal Justice Agencies: Mug is NOT checked; items E, F, and K are BLANK; and item J is completed.

A. Live Scan Device Description Stand Alone	Mug <input type="checkbox"/>	B. Contact Person Superintendent	C. E-Mail dsuper@emailaddress.com	D. 24/7 Phone Number (555) 555-5555	E. LEIN ORI	F. Live Scan ORI
G. Live Scan Device IP Address 123.45.6.78	H. Street/City/ZIP Code 300 School St., Lansing, 48913		I. Fax (555) 555-5556	J. Requestor ID 3456F	K. Live Scan ID	