



PROTECT PEOPLE &
PROMOTE BUSINESS

Michigan Commercial Licensing, Enforcement and Regulation System (MiCLEAR)

Instructions: How to Apply for a New License in MiCLEAR

(Fees are Non-Refundable. If you question whether you are submitting the correct application type, please call (517) 241-9221 before making a payment.)

*Presented by:
Corporations, Securities and Commercial Licensing Bureau
Department of Licensing and Regulatory Affairs
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(517) 241-9221*

June 2024

Welcome to **MiCLEAR!** LARA's registration and renewal system for licensed professionals in Michigan.

This presentation will walk you through how to apply for a new license in Michigan.

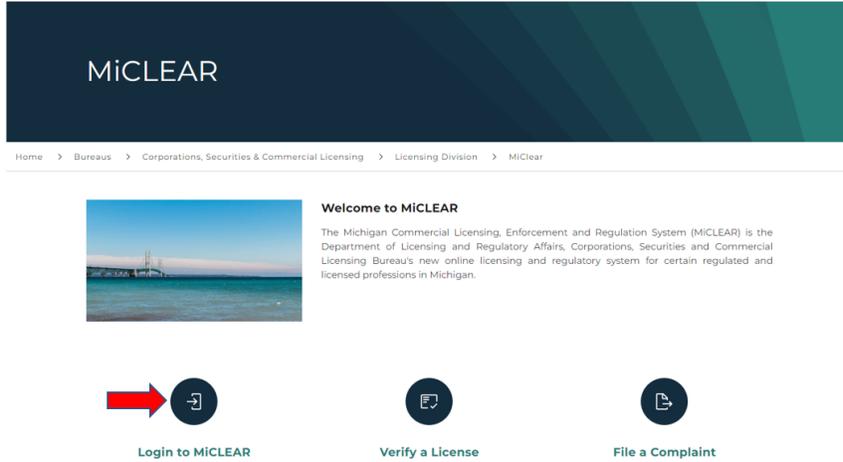
Please make sure you have registered with a MiCLEAR account before starting this process. (*Look for printed instructions titled "How to Register an Account in MiCLEAR".*)

Important Note for Using MiCLEAR:

- ✓ You must use a desktop or laptop computer to complete the application process. You will NOT be able to use a mobile device (i.e., Smartphone, iPad, etc.).

GETTING STARTED:

- ✓ Proceed to the MiCLEAR website at www.michigan.gov/miclear.
- ✓ Scroll down and click “Login to MiCLEAR”.



STEP 1:

- ✓ Log in to your account with the username/email and password you created when registering for MiCLEAR.
- ✓ Click “Sign In”.

The screenshot shows the "Sign In" page on the MiCLEAR website. At the top, there is a navigation bar with links: "Home", "Search", "+ New License", "+ Existing License", "+ Complaints", and "Help". Below the navigation bar, there is a "NOTE" section with two bullet points: "It is recommended that you use a desktop or laptop computer to complete the registration and renewal process." and "Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR." Below the note, there is a "Sign In" section with two input fields: "USER NAME OR E-MAIL:" and "PASSWORD:". A red arrow points to the "Sign In" button. Below the button, there is a "Forgot Password?" link and a checkbox labeled "Remember me on this device". At the bottom, there is a "Not Registered?" link and a "CREATE AN ACCOUNT" button.

STEP 2:

- ✓ If you have ever held a license, in Michigan, for the license type you are intending to apply, please stop and call (517) 241-9221. You may need to apply for a “relicensure” application rather than a “new” application. Ensure you are completing the correct application as fees are non-refundable.
- ✓ Click on Licenses at the top of the screen and then click on “Apply for a License” underneath it.
- ✓ Accept the “general disclaimer” by checking the box on the left side of the screen and then selecting “Continue Application.”

The screenshot shows a web interface with a navigation bar at the top containing 'Home', 'Licenses', and 'Enforcement'. A green arrow points to the 'Licenses' menu item. Below the navigation bar is a blue header with the text 'Apply for a License or Submit a Request (Certified License Verification)'. A green arrow points to this header. Underneath is the 'Online Application' section, which includes a welcome message and a disclaimer. A green arrow points to the 'General Disclaimer' text box. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms.' with a green arrow pointing to it. At the bottom of the section is a dark blue button labeled 'Continue Application »' with a red arrow pointing to it.

STEP 3:

Select the type of license you are applying for by clicking on one of the listed professions. Then select “Continue” at the bottom of the screen.

NOTE:

- o It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.
- o Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR.

Home Licenses Enforcement

Apply for a License or Submit a Request (Certified License Verification)

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▶ License Linking
- ▶ Cemetery
- ▶ License Verification
- ▶ Mortuary Science
- ▶ Polygraph Examiner
- ▶ Prepaid Funeral Providers
- ▶ Professional Employer Organization
- ▶ Professional Investigator
- ▶ Security Alarm
- ▶ Security Alarm Systems Registration
- ▶ Security Guard
- ▶ Temporary Military Dependent
- ▶ Transportation
- ▶ Unarmed Combat
- ▶ Vehicle Protection Product Warranty



Continue



STEP 4.:

- ✓ Under “Business Information”, click on “Add New”. (Do not click “Select from Account” as this will delay the processing of your application.)

NOTE:

- o It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.
- o Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR.

Home Licenses Enforcement

Apply for a License or Submit a Request (Certified License Verification)

Security Guard Agency Application

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 1: Contact Information > Applicant Information

* Indicates a required field.

Business Information

STOP!!!!!! DO NOT click on 'Select from Account' If you click on this it will delay the processing of your licensing application.

You must select the "Add New" option and enter your Business Information contact. The Business Information entered must contain the physical address of your establishment to be licensed.

Select from Account **Add New**



Physical Location

*Street Number: *Street Name: *Street Type: Direction:

*City: *State: *Zip:

STEP 5:

- ✓ Enter the legal name of your entity in the “Name of Business” field.
- ✓ If you are using a name other than the legal name of your entity and you intend to provide the Department with proof of an assumed name/dba, enter that name in the “DBA Name” field. (This is not a required field. If you do not have an assumed name or dba, leave blank.)
- ✓ Enter your FEIN number.
- ✓ Enter a phone number in the “Primary Phone” field.
- ✓ Enter an email address in the “E-mail” field. (This should be a regularly monitored email account as correspondence related to this application/license will be sent here.)
- ✓ Next, click on “Add Contact Address”.

The screenshot shows a 'Contact Information' form with the following fields and annotations:

- Name of Business:** Input field with a green arrow pointing to it.
- DBA Name:** Input field.
- FEIN:** Input field with a green arrow pointing to it.
- Primary Phone:** Input field with a green arrow pointing to it.
- Primary Extension:** Input field.
- E-mail:** Input field with a green arrow pointing to it.
- Contact Addresses:** A section containing an **Add Contact Address** button (highlighted with a red arrow), instructions to edit an address, and a table with columns for Address Type, Recipient, Address, and Action. The table currently shows 'No records found.'
- Continue** and **Clear** buttons are at the bottom.

- ✓ A pop-up window will appear. Under “Address Type”, select either “mailing” or “physical”. (Some professions require a physical location to be registered and printed on the license while most only require a mailing address. You can add a mailing address and a physical address here.)

- ✓ Under Address Lines 1-3, enter your address.
- ✓ Enter your City, State, and Zip Code.
- ✓ Country/Region should be set at “United States”.
- ✓ Select “Save and Close”. (As mentioned above, if you want to add a mailing/physical address, select “Save and Add Another.”)

Contact Information

Contact Address Information

Address Type: Mailing

Address Line 1:

Address Line 2:

Address Line 3:

City: State: --Select-- ZIP Code:

Country/Region: United States

Save and Close **Save and Add Another** **Clear** Discard Changes

- ✓ Once you see “Contact address added successfully” in green font, click Continue.

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✓ **Contact address added successfully.**

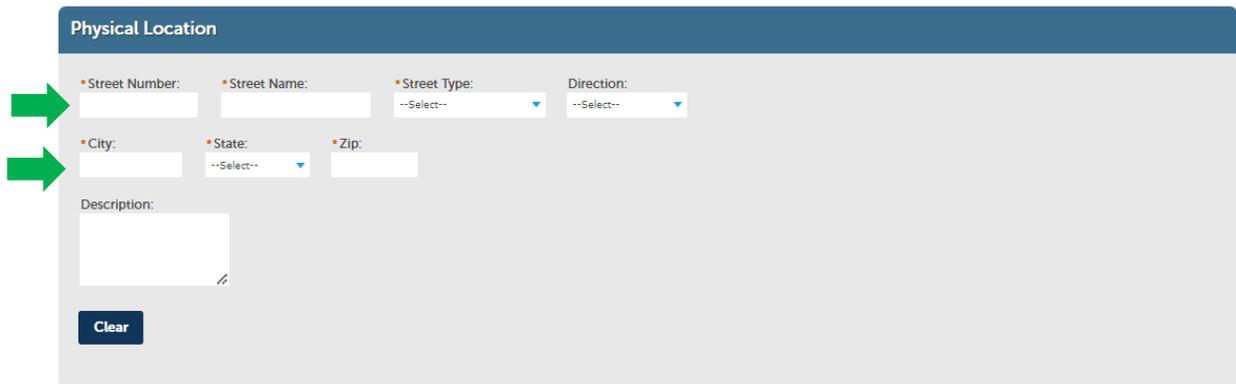
Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		111 1st	Actions

Continue **Clear** Discard Changes

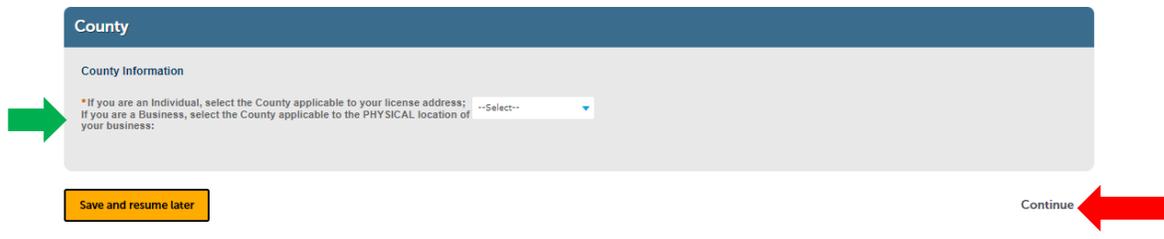
STEP 6:

- ✓ Under “Physical Location”, enter the principal address where the individual or business entity is located in this state. (If the profession you are applying for does not require a physical location, you will not see this section and can move forward to the next step.)



The screenshot shows a form titled "Physical Location" with a blue header. Below the header, there are four input fields: "Street Number:", "Street Name:", "Street Type:", and "Direction:". Each field has a dropdown arrow. Below these are three more input fields: "City:", "State:", and "Zip:". Each field has a dropdown arrow. Below these fields is a "Description:" label and a text area. At the bottom left of the form is a "Clear" button. Two green arrows point to the "Street Number" and "City" fields.

- ✓ Next, read the statement and select the proper county from the dropdown menu and then click “Continue” at the bottom right corner of the screen to continue.



The screenshot shows a form titled "County" with a blue header. Below the header is a section titled "County information". Below this section is a dropdown menu with a "--Select--" option. Below the dropdown menu is a "Save and resume later" button. At the bottom right of the form is a "Continue" button. A green arrow points to the dropdown menu, and a red arrow points to the "Continue" button.

STEP 7:

- ✓ Answer any questions related to Qualifying Officer, Education, Good Moral Character, Disciplinary Action, Criminal Background, Mental Fitness, Residency, Military Experience, and other categories, as applicable. (We license many different professions which have their own various questions. If the profession you are applying for does not require these questions below, you will not see this section and can move forward to the next step.)
- ✓ Click on “Continue”.

NOTE:

- o It is recommended that you use a desktop or laptop computer to complete the registration and renewal process.
- o Please visit www.michigan.gov/MiCLEAR for detailed instructions on using MiCLEAR.

Home **Licenses** Enforcement

Apply for a License or Submit a Request (Certified License Verification)

Security Guard Agency Application

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 1: Contact Information > Qualifying Officer

* Indicates a required field.

Qualifying Officer

Qualifying Officer

* Name:

* Phone (Numbers only, no dashes ex. 9895551234):

* E-Mail Address:

* Is the Qualifying Officer at least 21 years of age: Yes No



Save and resume later

Continue



Create an Application Search Applications

Mortuary Science Trainee Application

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 2: Application Information > Application Information

* Indicates a required field.

Education

Education Information

* Do you have a high school diploma or its equivalent: Yes No

Good Moral Character

Good Moral Character

* I have the ability and will serve the public in a fair, honest and open manner. If I have had a judgement of guilt in a criminal proceeding or a civil action against me, I am rehabilitated or the substance of my former offense is not reasonably related to the occupation or profession for which I am seeking a license: Yes No

Disciplinary Action

Disciplinary Action

* Do you have any unsatisfied penalties and conditions imposed by Yes No disciplinary action in this state or any other jurisdiction:

Armed Forces Fee Waiver

Armed Forces Fee Waiver

If requesting a fee waiver as an individual who served in the armed forces you will need to attach a form DD214, DD215, or any other form acceptable to the Department that demonstrates you were separated from service with an honorable character of service or under honorable conditions (general) character of service. If you have this form and wish to use the fee waiver, please select this box:

Save and resume later

Continue



* Indicates a required field.

Education

Education Information

* Do you have a high school diploma or its equivalent:

 Yes No

Criminal Background

Criminal Background

* Have you ever been convicted of a felony not previously reported to the Department for this license type or occupation:

 Yes No

* Have you ever been convicted of a misdemeanor within 5 years involving any of the following before the date of this application? (dishonesty or fraud, unauthorized divulging or selling of information or evidence, impersonation of a law enforcement officer or employee of the United States, this state or a political subdivision of this state, illegally using, carrying, or possessing a dangerous weapon, two or more alcohol related offenses, controlled substances under the public health code, 1978 PA 368, MCL 338.1101 to 333.25211 or assault:

 Yes No

* Do you have any outstanding warrants for your arrest:

 Yes No

Mental Fitness

Mental Fitness

* Have you ever been adjudged Insane:

 Yes No

Save and resume later

Continue



Create an Application Search Applications

Professional Investigator Application

1 Contact Information	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6
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Step 2: Application Information > Application Information

* Indicates a required field.

Criminal Background

Criminal Background

* Have you ever been convicted of a felony not previously reported to the Department for this license type or occupation? Yes No

* Have you been convicted of a misdemeanor involving any of the following? (dishonesty or fraud, unauthorized divulging or selling of information or evidence, impersonation of a law enforcement officer or employee of the United States or a state, or a political subdivision of the United States or state; illegally using, carrying, or possessing a dangerous weapon; 2 or more alcohol related offenses; controlled substances under the public health code, 1978 PA 368, MCL 338.1101 to 338.25211 or an assault): Yes No

Residency

Residency Information

* Are you a citizen of the United States: Yes No

Education

Education Information

* Do you have a high school diploma or its equivalent: Yes No

Military Experience

Military Service

* Have you been dishonorably discharged from a branch of the United States military service: Yes No

Save and resume later

Continue



STEP 8:

- ✓ Attach any supporting documents that may be required with your application using the "Add" button. (If you are using a name other than the legal name of your entity, upload proof (certificate from County or Michigan's Corporations Division) of an assumed name/dba here. If you do not have an assumed name or dba, disregard.)

- ✓ The required documents will be different depending on the type of profession you are applying for.

How to upload a supporting document:

- Click on “Add”.

Step 3: Supporting Documentation > Supporting Documentation

The following required documents may be uploaded to your record:

- Five reference statements pursuant to MCL 338.1057(1)
- Two passport quality photos of the resident manager pursuant to MCL 338.1058(2)
- Surety bond or certificate of insurance pursuant to MCL 338.1059(1)
- Certificate of incorporation of business, if applicable
- If you are using your experience in the military as a qualification for licensure, you must also submit the documentation listed above along with an affidavit signed by a commanding officer, supervisor or military superior with direct knowledge of your service and that you have entry-level experience in or basic knowledge of each of the items listed in MCL 338.1057(1)(g)(v).
- Approval of County Sheriff or City Chief of Police where principal office is located pursuant to MCL 338.1057(3)
- Approval of County Prosecuting Attorney where principal office is located pursuant to MCL 338.1057(3)
- Please click on [this link](#) to complete any additional required documentation. In order to complete this application, you must upload all required, and completed, documents in MICLEAR.

* indicates a required field.

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later Continue

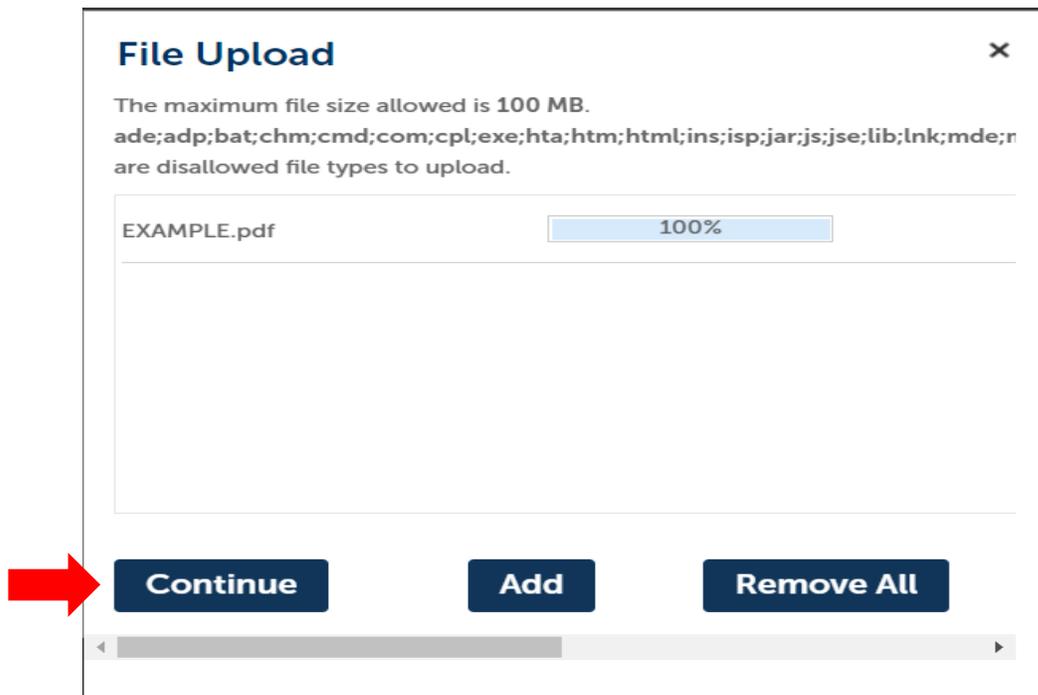
- Click on “Add” again.

File Upload X

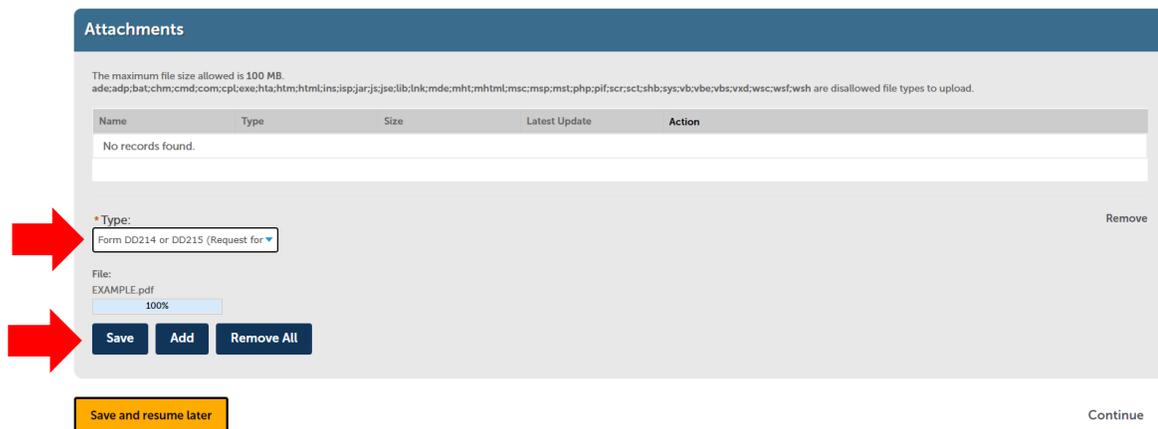
The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r are disallowed file types to upload.

Continue **Add** **Remove All**

- Find your document on your desktop and then click “Continue”.



- Choose the document type you are uploading from the drop-down box then click “Save”.



- When you are done adding supporting documents, click “Continue”.

Step 3: Supporting Documentation > Supporting Documentation

The following required documents may be uploaded to your record:

- Five reference statements pursuant to MCL 338.1057(1)
- Two passport quality photos of the resident manager pursuant to MCL 338.1058(2)
- Surety bond or certificate of insurance pursuant to MCL 338.1059(1)
- Certificate of incorporation of business, if applicable
- If you are using your experience in the military as a qualification for licensure, you must also submit the documentation listed above along with an affidavit signed by a commanding officer, supervisor or military superior with direct knowledge of your service and that you have entry-level experience in or basic knowledge of each of the items listed in MCL 338.1057(1)(g)(v).
- Approval of County Sheriff or City Chief of Police where principal office is located pursuant to MCL 338.1057(3)
- Approval of County Prosecuting Attorney where principal office is located pursuant to MCL 338.1057(3)
- Please click on [this link](#) to complete any additional required documentation. In order to complete this application, you must upload all required, and completed, documents in MICLEAR.

* indicates a required field.

Attachments

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpt;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;msi;php;pdf;scr;scx;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

[Select from Account](#) [Add](#)

[Save and resume later](#)

[Continue](#)



STEP 9:

- ✓ Review application information.
- ✓ Accept the disclaimer by checking the box on the left side of the screen and then click "Continue" in the bottom right corner to proceed to payment.

Step 4: Review

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue" to move on. If a certification clause is present on the screen, you must check the box to agree to the certification at the bottom of

the page before you can continue.

Record Type

Professional Investigator Application

Applicant

[Edit](#)

John S. [Redacted]
Birth: [Redacted]
Prime: [Redacted]
E-mail: [Redacted]
Preferred: [Redacted]

Physical Location

[Edit](#)

123 [Redacted]
[Redacted]

County

County Information [Edit](#)

If you are an individual, select the County applicable to your license. Ingham address. If you are a Business, select the County applicable to the PHYSICAL location of your business.

Qualifying Officer

[Edit](#)

Qualifying Officer
Name: [Redacted]
Phone (Numbers only, no dashes ex. 9895551234): [Redacted]
E-Mail Address: [Redacted]
Date of Birth: [Redacted]
Social Security Number: [Redacted]

Criminal Background

Criminal Background

Criminal Background

Edit

Have you ever been convicted of a felony not previously reported to the Department for this license type or occupation?

No

Have you been convicted of a misdemeanor involving any of the following? (dishonesty or fraud, unauthorized divulging or selling of information or evidence, impersonation of a law enforcement officer or employee of the United States or a state, or a political subdivision of the United States or state; illegally using, carrying, or possessing a dangerous weapon; 2 or more alcohol related offenses; controlled substances under the public health code, 1978 PA 368, MCL 338.1101 to 338.25211 or an assault).

No

Residency

Residency Information

Edit

Are you a citizen of the United States:

Yes

Education

Education Information

Edit

Do you have a high school diploma or its equivalent:

Yes

Military Experience

Military Service

Edit

Have you been dishonorably discharged from a branch of the United States military service:

Law Enforcement Experience

Law Enforcement Experience

Edit

Are you a law enforcement officer, as that term is defined in section 2260 of the commission of law enforcement standards act, 1965 PA 203, MCL 28.602? If yes, provide authorization as described in MCL 338.826(3):

Qualifying Experience

Qualifying Experience

Qualifying Experience

Edit

Lawfully engaged in the professional investigation business as a licensee, registrant, or investigative employee in another state:

No

Lawfully engaged in the investigation business as an investigative employee of the holder of a license to conduct a professional investigation agency:

No

An investigator, detective, special agent, intelligence specialist, parole agent, probation officer, or certified police officer employed by any government executive, military, judicial, or legislative agency, or other public authority engaged in investigative or intelligence activities. This does not include individuals employed by educational or charitable institutions who are solely engaged in academic, consulting, educational, instructional, or research activities:

No

A graduate of an accredited institution of higher education with a baccalaureate or postgraduate degree in the field of police administration, security management, investigation, law, criminal justice, or computer forensics or other computer forensic industry certified study that is acceptable to the department:

No

Lawfully engaged in the investigation business as a full-time proprietary or in-house investigator employed by a business or attorney, or as an investigative reporter employed by a recognized media outlet, acceptable to the department. This does not include individuals employed by educational or charitable institutions who are solely engaged in academic, consulting, educational, instructional, or research activities:

No

Attachments

Edit

The maximum file size allowed is 150 MB.

ade;adg;bat;chm;cmd;com;cpp;exe;h;htm;html;ins;isp;jar;js;java;lib;link;mdc;mdt;mhhtml;msc;msg;mtt;php;pdf;scr;script;shb;sys;vb;vbe;vbs;vml;wsc;waf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

By checking the box, you are certifying the statements made are true and complete. I understand that any omitted statement, misrepresentation, or fraud may be cause for denial of my application, disciplinary action, or may be punishable by law. I agree the Department is required by law to obtain my social security number pursuant to MCL 338.3434a.

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue

STEP 10:

✓ The next and final step to complete your application is to pay the license fee.

- ✓ Fees are Non-Refundable. If you have any questions about the type of application you are applying for, please stop and call (517) 241-9221 for assistance and direction before proceeding.
- ✓ Click “Continue Application” to complete the application process by paying the fee.

Professional Investigator Application

1	2 Application Information	3 Supporting Documentation	4 Review	5 Pay Fees	6 Record Issuance
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Step 5: Pay Fees

The application processing fee is a one-time fee for the license/registration type you have applied for. A license/registration fee will be assessed for each year your license/registration will be issued until your next renewal. A renewal fee is assessed for the complete renewal length. Application, renewal, reinstatement, relicensure, and event fees are nonrefundable.

If you choose to leave this page, without continuing on to make payment, your work will be saved to resume at a later time.

License Fees

Fees	Qty.	Amount
Professional Investigator License Fee	1	\$750.00

TOTAL FEES: \$750.00

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before you can get approval from the agency.

Requirements

Showing 1-4 of 4

- Licensing - 4 Pending
Professional Investigator
Applicant Signature
Applicant Signature
- Entity Documents
Entity Documents
- Notarized Reference Statements
Notarized Reference Statements
- Surety Bond / Certificate of Liability Insurance
Surety Bond / Certificate of Liability Insurance

Continue Application » 

STEP 11:

- ✓ For the payment option, the user will be redirected to a 3rd party screen to input payment information.
- ✓ Debit or credit cards are the only accepted methods of payment for your license.
- ✓ The online system does not accept American Express.
- ✓ Click on “Next” to continue with the payment.



Payment Method

MiCLEAR Licensing Payment Request

Welcome to the CEPAS Credit Card Processing Payment Module for MiCLEAR.
This process is being used as a secure means of processing credit card authorizations.
Payment may be made with a valid Visa, MasterCard, Discover, or American Express.
To begin the payment process, click the "Next" button in the box below.

* Indicates required field

Choose method of payment

Pay by credit card



- ✓ Enter your credit card information and click “Next.”
- ✓ Complete the billing information form. Make sure the name and address you enter matches the name and address on the credit card you will be using to pay for license fees.
- ✓ Click on “Next”.

Payment Information

MICLEAR Licensing Payment Request

To continue the payment process, complete the required fields and click the "Next" button in the box below.
If you have entered a valid email address, the confirmation email will be received from noreply@ffserv.com.

* Indicates required field

Billing Address	
<input type="checkbox"/> Use Business Name	
*First Name:	<input type="text"/>
M.I.:	<input type="text"/>
*Last Name:	<input type="text"/>
*Street Line 1:	<input type="text"/>
Street Line 2:	<input type="text"/>
City:	<input type="text"/>
State:	Select State <input type="text"/>
*Zip:	<input type="text"/>
Country:	UNITED STATES <input type="text"/>
Phone:	<input type="text"/>
*E-Mail:	<input type="text"/>
Payment Details	
*Payment Amount: 750.00 USD	
Payment Method	
*Name on Card:	<input type="text"/>
*Card Number:	<input type="text"/>
*Expiration Date:	* Month <input type="text"/> <input type="text"/>
	* Year <input type="text"/>
*Card Verification Value(CVV2):	<input type="text"/> What's This?
 <input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>	

✓ Click on the "I Agree" box and then click "Pay Now".

MICLEAR Licensing Payment Request

To confirm your payment information, click on "Pay Now" in the box below.

If you have entered a valid email address, the confirmation email will be received from noreply@fiserv.com.

By checking this box, I accept the payment terms and conditions of the State of Michigan Corporations, Security Bureau for the amount noted. Fees paid are NON-REFUNDABLE and due at the time of submission.



I Agree

Address	
Billing Address:	[REDACTED]
Payment Method	
Credit Card <small>VISA</small>	[REDACTED]
Payment Amount	
Amount:	[REDACTED] 0 USD
Total:	7 [REDACTED] 0 USD
 Back Pay Now Exit	

QUESTIONS?

Email: CSCLOnline@Michigan.gov

Phone: (517) 241-9221



PROTECT PEOPLE &
PROMOTE BUSINESS