



## Horse Racing Occupational Licensing Fingerprinting Procedure

The Michigan Gaming Control Board (MGCB) requires fingerprinting before a license can be issued. The MGCB is not providing fingerprint services and it is your responsibility to pay the fingerprinting costs.

The MGCB encourages applicants to get fingerprinted at least two weeks prior to the date you wish to qualify and/or race to ensure sufficient time for licensure.

**Prior to fingerprinting, you must have a Live Scan Fingerprint Background Check Request form (Live Scan form) filled out by the MGCB. You will be required to present the Live Scan form to the fingerprinting entity. The Live Scan form you are receiving via email and through the U.S. Postal Service has been filled out by the MGCB.**

For in-state residents who choose to get fingerprinted at your local police department, you must contact them first and ask if they do “Live Scan Printing for applicant purposes.” If the answer is “yes” you can take your Live Scan form as filled out by the MGCB, to the police department and have your prints taken. If the answer is “no,” you may check with another police department or make an appointment through [IdentoGo](#). Out-of-state residents cannot use their local law enforcement agency.

IdentoGo has offices throughout Michigan and the United States. Here is how to schedule an appointment:

1. **[Schedule appointment online at: https://mi.ibtfingerprint.com](https://mi.ibtfingerprint.com) or by calling (866) 226-2952, Option 3.**
2. Online scheduling-under Michigan, Fingerprinting & Enrollment Services.

- a. Click on “Register for In-State Digital Fingerprinting Services” or if out of state resident, Click on “Register for Out of State Digital Fingerprinting Services (Livescan)” option.
  - b. Agency/Requester ID enter: 9655A. Go.
3. Select on “Search by Zip Code.” Go.
  4. View day to schedule an appointment and Select “Schedule.”
  5. Select “Time,” then continue.
  6. Continue.
  7. Applicant Information
    - a. You must complete all required information fields with red “\*”
    - b. Optional: You can also type alias or maiden name. Select “add alias” if more names are needed. No nicknames.
- NOTE:** Employer information is not required.
8. Select “Submit.”
  9. Information Verification - make sure information is accurate.
    - a. If information needs to be corrected, select “Change Applicant Details.”
    - b. If information is correct, click “Go.”
  10. Registration Completed. Select “Print.”

To apply, submit a completed Live Scan form (**signed** by the fingerprinting agency) with your application via fax 248-349-9139, or email forms to [horseracing@michigan.gov](mailto:horseracing@michigan.gov). You must contact the MGCB Licensing Office for payment information. You may also submit your application, completed Live Scan form (**signed** by the fingerprinting agency), and payment in-person during MGCB Licensing Office business hours.

For more information, please call the MGCB Licensing Office at 248-349-5458 or via email at [horseracing@michigan.gov](mailto:horseracing@michigan.gov)