



LIVE SCAN START UP CHECKLIST

Live Scan Agency Should Complete:

Application Form:

- [BID-004](#) Live Scan Interface Application

Agreements:

- [BID-003](#) Live Scan, Automated Fingerprint Identification System (AFIS) and Criminal History Record Information System Agreement
- [RI-029](#) Applicant Fingerprint Transmission Fee Collection Agreement (only necessary if you wish to transmit applicant fingerprints)

Additional Documents:

- [RI-092C](#) Secure ID Token Request- Option for connectivity using client Virtual Private Network (VPN) to connect via the Internet
Or
- [RI-092B](#) Systems Connectivity Request- Option for using Secure Connection to the Michigan State Police (MSP) via Local Government Network Point of Presence line or Gateway to Gateway VPN

Please send the above documents via email to msplivescan@michigan.gov or mail to:

Michigan State Police
Biometrics and Identification Division
Attn: Live Scan Unit
P.O. Box 30634
Lansing, MI 48909

Upon receiving all required documents, your application will be reviewed. Upon approval, the AFIS will issue your agency a Live Scan ID and a Live Scan Originating Agency Identification (ORI) number.

Considerations

Equipment and Software Interface Considerations:

- To determine the types of Live Scan solutions and the various options available, contact one of the Michigan approved vendors below.

www.hidglobal.com

www.idnetworks.com

www.idemia.com

www.dataworksplus.com

www.itouchbiometrics.com

- For your booking system and mug shot system to properly interface with your Live Scan, you will need to work in conjunction with the Live Scan vendor and any other vendor you contract with to ensure the best transfer of data.

Connectivity Considerations:

- Any questions regarding if your local network meets the state's security requirements (i.e., firewalls, routers, etc.) or any costs associated with the communication, installation, and ongoing operation:
*Contact the MSP Michigan Criminal Justice Information Network (MiCJIN)
Section at: 517-284-3075*
- Any questions concerning existing Law Enforcement Information Network (LEIN) workstations to receive the state's identification response:
Contact the MSP LEIN Field Services Section at: 517-241-0667

Questions

For assistance, please contact:

Michigan State Police
Biometrics and Identification Division
Live Scan Analyst,
Amy Eggleston
517-230-4423

GUIDANCE FOR LIVE SCAN AGENCY APPLICATION & AGREEMENT FORMS

Live Scan Interface Application (BID-004)

Point of Presence (POP) Line:

A POP line is used to connect to the state at one central location through TCP/IP (Internet Protocol). This line is sometimes referred to as a Local Government Network circuit (LGNET) or AT&T Virtual Private Network (AVPN). The primary method of connection to the state is through the LGNET. This method uses secure lines and circuits between the host agency and the state. The routers at both ends are managed by AT&T. These connections are monitored 24/7 by AT&T and the state. Agencies can access all available MSP programs via a LGNET connection. LGNET circuits (20Mbps) cost \$21,200 annually and are billed quarterly at \$5,300.

- Yearly fees may be divided among agencies using that POP. The MSP only bills one agency per POP.
- Many counties already have a POP line established for agencies to connect to, this is the POP owner.
- Agencies need to get permission from the POP owner to connect to their POP line.
- Existing POP owners can provide guidance or recommendations on the best way for you to connect to their POP.
- LAST MILE is the connection between your agency and your county's POP line.
- If you are the existing POP owner or your network administrator does not know how to complete the LAST MILE, you can call your local phone provider and ask for Data Connectivity from Point A (POP location) to Point B (your location) via TCP/IP on a 56K or T1 line. (You will be billed by the phone company for this line).

Internet Connections:

Gateway to Gateway VPN- A GW-to-GW VPN is a virtual network built on top of existing physical networks that can provide secure communication mechanisms for data and information transmitted between networks. It allows agencies to use their existing high-speed internet connection to access the state network. All VPNs must encrypt their data communications. GW-GW VPN from agency to the MSP cost is \$1,548 annually and billed quarterly at \$387. There is a one-time setup fee of \$306 for new GW-GW VPN connections.

SecurID Token (RI-092C)- A SecurID token provides two-factor authentication and allows a user to access the MiCJIN portal over the internet from any location as allowed by the Federal Bureau of Investigation (FBI) Criminal Justice Information Services Security Policy, and is issued to a specific person, and is not to be shared with other users. A SecurID token is a small, approximately one square inch in size, key fob that

displays six digits that change every minute, synchronizing with a server at the state. The current cost for a SecurID token is \$11 per month, per token. SecurID tokens are also available with Live Scan client VPN for \$19 per month. The cost is \$11 per month for the token and \$8 per month for the client VPN that allows the user to transmit fingerprints to the MSP.

Live Scan Information:

Types of Live Scan Configurations:

- **Stand Alone** – single agency submitting fingerprints directly to state electronically (i.e., school, private vendor with one station, etc.).
- **Central Booking** – booking agency submits fingerprints for multiple agencies.
- **Store and Forward User** – agency fingerprints and forwards the prints to another device for transmission to state.
- **Store and Forward Site** – multiple Live Scan transactions received here and then forwarded to the state.

Response Messages:

- **Criminal Justice Agency** – response messages can be full Criminal History Record (CCH/CHR) or identification message only. Criminal Justice Agency's response messages are returned via LEIN to a designated ORI.
- **Non-Criminal Justice Agency** – response messages are returned to an authorized entity approved by the MSP.

Live Scan, Automated Fingerprint Identification System, and Criminal History Record Information System Agreement (BID-003)

- Defines responsibilities of all parties involved.

Applicant Fingerprint Transmission Fee Collection Agreement (RI-029)

- Necessary if local agency plans to transmit applicant fingerprints via Live Scan device.
- Local agency is responsible for the collection of state and FBI applicant fingerprint fees and forwards these fees (on a monthly basis), when you receive a billing statement from the MSP for applicant prints transmitted during the previous month.

❖ **Disclaimer: All costs listed on this document are subject to change.**