



STATE OF MICHIGAN
OFFICE OF THE GREAT SEAL
LANSING

Instructions to Authenticate Criminal Background Check

✓ Criminal Background Check documents can be obtained from:

- Michigan State Police Internet Criminal History Access Tool (I-CHAT):

[Home Page - ICHAT Menu \(michigan.gov\)](#)

- Michigan State Police:

[MSP - Criminal History Records \(michigan.gov\)](#)

- U.S. Department of Justice FBI Criminal History Record:

[Identity History Summary Checks — FBI](#)



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Helpful Tips

- ✓ **If it has not been notarized by the individual agency you received the record from, you will need to put a true copy statement on the document.**

- ✓ **How to make a true copy statement.**
 - Print or type: “this is a true copy of my _____ ” (list type of document) directly on the document. This statement can be put on a separate sheet of paper stapled to the front of the divorce document.
 - Sign under true copy statement in front of a Michigan notary. Have your signature notarized by a Michigan notary public
 - The only person who can make the true copy statement is the person named in the document or the person who produced the document.

Exceptions to this rule:

- ✓ If the person named on the document is under the age of 18, a parent can make the true copy statement on their behalf.

- A Michigan notary public cannot make a “true copy” statement on copies of any records.



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✓ **Make sure the notarization is correct.**

✓ **A proper notarization should include:**

- Notary printed name
- Notary signature
- Date of notarization
- Commission Expiration date
- County of commission
- Acting in the county of _____ (if different than county of commission)

✓ **Additionally:**

- All Elements must be reproducible, an Embosser alone is not acceptable.
- If using a stamp, all elements must be legible and reproducible.
- The use of the stamp or embosser cannot make any part of the document illegible.
- If a correction needs to be made to a notarization, the only person who should make the correction is the original notary and the notary should initial any change.
- Notary must have an English version of their notarization.
- The entire notarization block must be on the same page.



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✓ **Notaries cannot:**

- Notarize a document without witnessing a signature.
- Make a true copy statement.
- Make a certification statement regarding a person, business, or document. Examples: Stating a person is alive. Stating a business is incorporated under the laws of a particular state. State the qualifications of a person.
- Cannot include the term Notario Publico/ Notaria Publica in their notarization or be referred to as Notario Publico/ Notaria Publica within the document.
- Be stated in the beginning of the document and state the whole document.
- Witness the signature of a family member.
- Notarize a document in which the notary has a financial interest in.
- Cannot charge over \$10.00 for their notarization. They may charge extra for travel, but this must be agreed upon before the notarization.
- Notary cannot charge a fee to make a correction to their notarization.
- If using Electronic or Remote notarization, notary cannot charge a travel or convenience fee.
- Notarial elements, either written, stamped, or embossed cannot make any portion of the document or notarial block illegible.
- Cannot notary stamp or notary emboss pages to show a page belongs within the document. Every stamp or embossing is considered a notarization and requires witnessing a signature and having all the elements of a proper notarization.



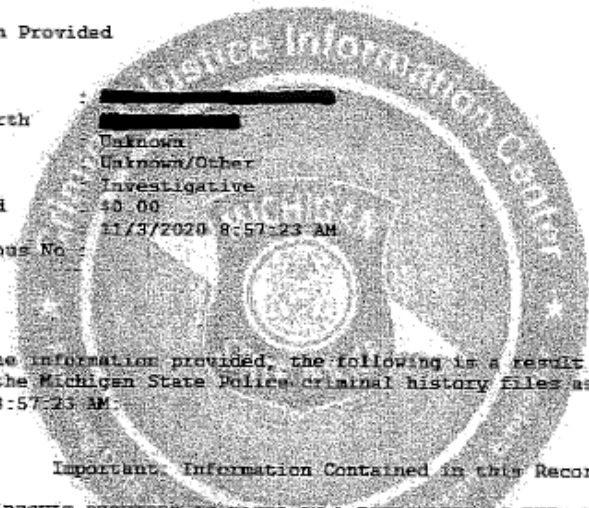
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Examples



Information Provided

Name : ██████████
 Date of Birth : ██████████
 Gender : Unknown
 Race : Unknown/Other
 Reason : Investigative
 Amount Paid : \$0.00
 Order Date : 11/3/2020 8:57:23 AM
 Miscellaneous No :



Based on the information provided, the following is a result of a search of the Michigan State Police criminal history files as of 11/3/2020 8:57:23 AM.

Important Information Contained in this Record

THE RECORD RESULT PROVIDED IS BASED ON A DATA MATCH AS EXPLAINED ON THE ICHAT HOME PAGE. THE ICHAT SYSTEM HAS LIMITATIONS THAT MAY CAUSE FALSE POSITIVES OR FALSE NEGATIVES. PLEASE REVIEW THE RESULTS CAREFULLY AND DO NOT TAKE ADVERSE ACTION BASED SOLELY ON THIS RECORD. IF YOU CANNOT DETERMINE THESE RESULTS DO NOT BELONG TO THIS INDIVIDUAL, AND THE INDIVIDUAL IS DISPUTING THE RECORD, PLEASE PROVIDE THAT INDIVIDUAL WITH A COPY OF THIS REPORT AND OFFER THAT INDIVIDUAL THE OPPORTUNITY TO PERFORM A RECORD CHALLENGE BY SUBMITTING FINGERPRINTS. THE PROCEDURES ARE EXPLAINED AT THE BOTTOM OF THIS PAGE. SINCE ARREST CONVICTIONS, OR CRIMINAL RECORD DELETIONS MAY OCCUR AT ANY TIME, DO NOT USE THIS INFORMATION FOR FUTURE CLEARANCES.

This is a true copy of my criminal background check

Smiley Smith

Ann Carr-Drew

9/29/2020

Smiley Smith
 Notary Public - State of MI
 Ingham County
 My Commission Expires 01/01/0000
 Acting in the County of _____



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1-787 (Rev. 01-21-2015)



U.S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division
Charlottesville, VA 22906

DATE: 06-13-2019



The Criminal Justice Information Services (CJIS) Division of the Federal Bureau of Investigation has completed the following fingerprint submission:

Subject Name



Search Completed Result 06-13-2019



A SEARCH OF THE FINGERPRINTS PROVIDED BY THIS INDIVIDUAL HAS REVEALED NO PRIOR ARREST DATA AT THE FBI. THIS DOES NOT PRECLUDE FURTHER CRIMINAL HISTORY AT THE STATE OR LOCAL LEVEL.

Social Security number: XXX-XX-XXXX

The result of the above response is only effective for the date the submission was originally completed. For more updated information, please submit new fingerprints of the subject.

In order to protect Personally Identifiable Information, as of August 17, 2009, FBI policy has changed to no longer return the fingerprint cards. This form will serve as the FBI's official response.

This Identity History Summary (IHS) is provided pursuant to 28 CFR 16.30, 16.31 solely for you to conduct a personal review and/or obtain a change, correction, or updating of your record. This IHS is not provided for the purpose of licensing or employment or any other purpose enumerated in 28 CFR 20.33.

Any questions may be addressed to the Customer Service Group at (304) 525-5590. You may also visit the Web site at www.fbi.gov for further instructions.

This is a true copy of my criminal background check

Ann Carr-Drew

Smiley Smith
9/29/2020

Smiley Smith
Notary Public - State of MI
Ingham County
My Commission Expires 01/01/0000
Acting in the County of _____

William G. McKinley
William G. McKinley
Section Chief
Biometric Services Section
Criminal Justice Information
Services Division