

MISD FINGERPRINTING PROCEDURES

By Appointment Only

1. Applicant receives a Livescan Fingerprint Request form from employing District including the District's Agency ID number.
2. The applicant arrives at their allotted appointment time with their Livescan Fingerprint Request form and *photo ID*. This is required before any applicant can be fingerprinted (acceptable forms of photo ID are either state or federally issued, i.e. driver license, state ID, passport, military ID, or alien registration card with picture).
3. Once the applicant has been fingerprinted, the fingerprint technician will transmit the fingerprint records electronically to the Michigan State Police Livescan Processing Unit. The fingerprint technician also issues a signed receipt for the fingerprinting service to the applicant.
4. Michigan State Police processes the background check for the State of Michigan. Michigan State Police forwards the fingerprint records to the FBI for federal background check. When the background checks are completed, ***the results are returned to the appropriate employer licensing agency.***
5. Payment for fingerprinting services is required at the time of the fingerprinting appointment. **The MISD accepts cash or money orders only.** The fee for fingerprinting services is **\$65.25.**