



ENROLLMENT SERVICES DIVISION

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## Non Resident Live Scan Processing Procedures

Applicants who reside in an area where no **L-1 Enrollment Services (L-1)** Live Scan machines are available may use **L-1's** Live Scan Processing Program. This program utilizes advanced scanning technology to convert a traditional fingerprint card (hard card) into an electronic fingerprint record. Converting a "hard card" into an electronic record enables an applicant to have their fingerprint record processed as quickly as if they had traveled to a LiveScan machine. The section below details the procedures for submitting fingerprints to the LiveScan Processing Unit.

### Michigan Licensing

- Applicants should obtain a set of fingerprints from a local law enforcement agency or other entity that provides fingerprinting services. These fingerprints may be either traditional ink rolled fingerprints or LiveScan fingerprints.
- Fingerprints may be submitted on FBI applicant cards or fingerprint cards from any other state or local government agency (we prefer standard FBI applicant cards).
- Applicants need to make sure the fingerprint card is completely filled out. Required information includes: Full name, date of birth, home address, sex, height, weight, hair color, eye color, place of birth (state or country only), citizenship, reason fingerprinted and ORI (Agency ID number or MSP Requester ID number).
- Applicants will need to mail a copy of the appropriate Michigan form (Live Scan Fingerprint Request Form, Long Term Care Workforce Background Check Form or Licensing Record Clearance Request Form) with the fingerprint card.
- **Failure to completely fill out the information on the fingerprint card or failure to provide the appropriate Michigan Form (Live Scan Fingerprint Request Form, Long Term Care Workforce Background Check Form or Licensing Record Clearance Request Form) will result in the card being returned to the applicant, which will delay the licensing process.**
- The fully completed card, along with the, Live Scan Fingerprint Request Form, Long Term Care Workforce Background Check Form or Licensing Record Clearance Request Form and appropriate fee (indicated in the application packet) should then be mailed to the following address: ***L-1 Enrollment Services/Live Scan Processing Unit, 1650 Wabash Suite D, Springfield, IL 62704.*** Please include a daytime telephone number or email address where the applicant can be reached if we have a question about the fingerprint card.
- Please include the full name of the applicant on each check or money order.
- Applicants wishing to verify that a fingerprint card has been processed may call 866-226-2952 and speak with a customer service representative.