



STATE OF MICHIGAN

DEPARTMENT OF COMMUNITY HEALTH  
LANSING

JENNIFER M. GRANHOLM  
GOVERNOR

JANET OLSZEWSKI  
DIRECTOR

October 1, 2008

Re: New Criminal Background Check Requirement for Applicants  
Applying for a Health Professional License or Registration

Dear Sir/Madam:

Please be advised that effective immediately, all individuals applying for a health professional license or registration in the State of Michigan are required to undergo a criminal background check and submit fingerprints. The requirement for this procedure is pursuant to Public Act 26 of 2006. This legislation states that "an applicant for initial licensure or registration shall submit his or her fingerprints to the department of state police to have a criminal history check conducted . . ."

The state police have contracted with a vendor, Integrated Biometric Technology (IBT), to perform the fingerprint scans. Information about scheduling a fingerprinting appointment with IBT, as well as the form that must be taken to the appointment, is enclosed. Appointments can be scheduled at various sites throughout the state. There is a fee of \$65.25 that each applicant for licensure or registration must pay to IBT for this service.

If no criminal history information is found, the Bureau of Health Professions will be notified within 24-48 hours. If criminal history information is found, the record will be provided to the Bureau of Health Professions for review. This criminal background check is not subject to disclosure under the Freedom of Information Act (Act 1976 PA 442, MCL 15.231 to 15.246) and will not be disclosed to any person except for the purpose of licensure or for law enforcement.

We appreciate your assistance in advising your students about this new requirement in the health professional licensure/registration process. If you have any questions, e-mail inquiries can be sent to [bhpinfo@michigan.gov](mailto:bhpinfo@michigan.gov).

Sincerely,

/s/

Lucinda Clark  
Licensing Operations Manager  
Bureau of Health Professions

Enclosure

BUREAU OF HEALTH PROFESSIONS  
611 W. OTTAWA • P.O. BOX 30670 • LANSING, MICHIGAN 48909-8170  
[www.michigan.gov](http://www.michigan.gov) • (517) 335-0918



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## **CRIMINAL BACKGROUND CHECK FINGERPRINT REQUEST FORM INSTRUCTIONS- (Michigan locations only)**

Procedure to search criminal history records when fingerprints are required by law:

1. Complete the attached Livescan Fingerprint Request Form and schedule a fingerprinting appointment with Integrated Biometric Technology (IBT). A fee of \$65.25 is required for the fingerprinting process. The fee may be paid while registering on-line or at the fingerprinting appointment with either a business check or money order. Please note: The Agency ID Number needed for scheduling is 71734k.
2. To schedule a fingerprinting appointment on-line (Michigan locations only):  
  
Register with the approved fingerprinting vendor, IBT, at [www.ibtfingerprint.com](http://www.ibtfingerprint.com).  
  
Use the "click here to schedule by location" link to locate Michigan Livescan locations near you.  
  
Select Michigan as the State for which you are being fingerprinted, then complete the registration process and finalize your appointment.
3. To schedule a fingerprinting appointment by telephone (Michigan locations only):  
Call IBT toll-free at 1-866-226-2952 (8 am - 5 pm EST) and a representative will schedule the fingerprinting appointment and assist you in identifying a convenient location.
4. Please have the following with you upon arriving at your fingerprinting appointment:  
  
The attached completed Livescan Fingerprint Request Form.  
  
A driver's license or other state or federal issued picture identification (government ID, passport, military ID).  
  
A business check or money order for \$65.25 made payable in U.S. Funds to: Integrated Biometric Technology, unless you have made payment on-line.
5. A technician will scan your fingerprints and submit the data electronically to the Michigan State Police.
6. You will receive a signed receipt at the end of your fingerprinting session, which will include a TCN identification number that can be submitted to the Bureau of Health Professions for proof of fingerprinting.
7. If no criminal history information is found, the Bureau of Health Professions will be notified within 24-48 hours.
8. If criminal history information is found, the Michigan State Police will send the record directly to the Bureau of Health Professions for review.
9. IBT is under contract with the Michigan State Police (MSP) to provide fingerprint services. For questions, call MSP at (517) 322-1956.

Michigan Department of Community Health  
**Bureau of Health Professions**  
 P.O. Box 30670  
 Lansing, MI 48909  
 (517) 335-0918

## LIVESCAN FINGERPRINT REQUEST FORM

Fingerprint Date:	TCN:
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Type of I.D. Presented:	Type of Licensure/Registration:
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**Applicant Instructions:** Take this completed form along with your picture I.D. to your scheduled appointment. Please print clearly.

First Name:	Middle Name:	Last Name:
Street Address:		
City:	State:	ZIP Code:
Daytime Telephone Number w/ Area Code:		State or Country of Birth:
Date of Birth (MM/DD/YYYY):	Race:	Sex:
Height:	Weight:	Eye Color:
		Hair Color:

### REQUESTING AGENCY INFORMATION

Agency I.D. Number: 71734k	Agency Name: Department of Community Health, Bureau of Health Professions
Reason Fingerprinted: LHP - Licensed Health Care Professional	Cost: \$65.25

**\*\*Disclaimer:** Any and all errors that result in dual fingerprinting (Duplicate transmission to MSP), multiple fingerprint codes, fingerprints processed with incorrect fingerprint codes/reasons, etc., are the responsibility of the **LIVESCAN AGENCY**. **MSP** will charge for dual fingerprinting (transmission), etc.