

## Vulnerable or Impaired Person (VIP) Fingerprint/Photo Enrollment Instructions

### Background:

In 2017, legislation was passed allowing a parent/legal guardian/power of attorney of an individual with special needs the right to have those individual's fingerprints and photographs stored in a state of Michigan repository to assist in future identification. This is done by electronically collecting fingerprints using a system known as a Live Scan. The Live Scan is a device that simply captures fingerprints by placing them on a lighted glass screen. In addition, if the Live Scan system is capable of capturing a photograph then that also may be captured at that time. The fingerprint and photograph (if captured) will be stored with additional demographic information, including the address of the individual with special needs along with the contact name, e-mail, and phone number for the person legally responsible.

If those individuals with special needs encounter law enforcement and they have fingerprints maintained at the state (enrolled), a live scan or mobile fingerprint scanner may be used to quickly identify those individuals who may have trouble identifying themselves. A quick identification not only helps eliminate possible misunderstandings, but it also enables law enforcement personnel to take extra precautions to ensure the safety of these individuals. This initiative, through the added contact fields, also allows law enforcement the ability to contact someone who understands the individual's specific needs. The goal of this program is to return these individuals to a familiar, safe environment, while still maintaining their dignity.

### Process to enroll for the VIP reason code:

1. Download and complete the [VIP form](#).
  2. Take the form into a participating Live Scan agency and they will guide you through the printing process. You may follow this [link to a list of known participating Live Scan agencies](#). If the Live Scan agency near you does not appear on the list, feel free to contact them directly to see if they will print for this fingerprint reason. Before you go to any agency, it is highly recommended that you call them to confirm:
    - They are still willing to print for the VIP fingerprint reason code
    - Days and hours that Live Scan agency will print for VIP
    - Whether their Live Scan system has the capability to capture photographs, if you want that included
- Note:** If there is not a Live Scan agency in your area, there may be one that would be willing to travel to your area.
3. Ensure you get the form back from the Live Scan agency and send it to the Michigan State Police within 30 days. Due to audit and security reasons, if the signed form is not submitted to MSP within this time period, the process for the removal of the fingerprints from the State Police repository of fingerprints will be initiated and fees will NOT be refunded. If fingerprints are completely removed, you may still exercise your right to enroll them again but the process will need to reinstate from the beginning and the fees paid again.

The following are ways to send the form to MSP:

Email address: [MSP-VIP@Michigan.gov](mailto:MSP-VIP@Michigan.gov)

Postal Address: Michigan State Police  
Attn: Autoprint Unit  
P.O. Box 30634  
Lansing, MI 48909

Fax Number: 517-284-3171

4. Look for an email confirmation that the individual's information was successfully stored at the State of Michigan. Please retain this email in the event that information needs to be updated in the future.

**FAQ:**

**Question:** May I get fingerprints enrolled and not have a photograph taken for facial recognition?

**Answer:** Yes, as long as the Live Scan Agency is authorized to capture fingerprints for the VIP reason code.

**Question:** May I get a photograph enrolled for facial recognition and not have fingerprints captured?

**Answer:** No, fingerprints are required to enroll.

**Question:** Will I get notified that the fingerprints were successfully enrolled?

**Answer:** Yes, notification will be sent to the contact e-mail that is provided on the form, make sure that this is entered correctly by the Live Scan Agency. Pay attention to things like O (ohs) and 0 (zeros).

**Question:** May I request prints to be deleted if I no longer want them on file?

**Answer:** Yes, but only the prints that are taken for this reason code.

**Question:** Is this information stored at a Federal Level?

**Answer:** Currently federal laws do not allow these to be stored at a federal level. Efforts are being made to get these laws changed so they may be maintained nationwide.

**Question:** Can contact information, such as residence or contact's phone number be updated?

**Answer:** Yes, but you should retain your confirmation email, as information from that e-mail may be needed to confirm that changes are being made by an authorized person. You may contact MSP at 517-284-3168 to make these changes.