

PROCEDURE MANUAL

03-05



MICHIGAN STATE POLICE

Applicant Fingerprinting

Purpose: This manual provides guidance and procedures to be used for persons requiring or requesting fingerprinting for the purposes of employment.

Effective Date: April 19, 2022

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Definitions:

None

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- a. Department work units may fingerprint new employees and submit the fingerprints via Live Scan for processing. For all other criminal justice employment fingerprint requests, the subject should be directed back to the hiring law enforcement agency.
- b. Department work units may fingerprint for any of the following fingerprint reasons using RI-008 print cards or direct the subject to a local police agency. These requests are the only fingerprints accepted using RI-008 print cards:
 - i. Adoption
 - ii. Conviction Set-Aside Application (adult and juvenile)
 - iii. Fingerprint Registration
 - iv. Housing Commission
 - v. Name Change
 - vi. Personal Record Review
 - vii. Record Challenge
 - viii. Visa/Immigration Application
- c. Department work units which are the arresting agency will receive a copy of the court order directly from the court. The work unit files shall be modified to reflect the disposition and shall control dissemination.
- d. MCL 780.623 and 712A.18e provide that any person other than the applicant who divulges, uses, or publishes information concerning the set aside conviction or adjudication, except as provided in the statute, is guilty of a misdemeanor.
- e. When fingerprinting for any of the reasons in Section B, members shall:
 - i. Verify the subject's personal identification and compare the signature on the applicant fingerprint card, RI-008, to the presented identification.
 - ii. After fingerprinting and completely filling out the fingerprint card, the fingerprint card shall be returned to the subject for submission with their application.
 - iii. The fingerprinting work unit shall not appear as the contributor on the card.

- f. Applicant fingerprints shall be retained in the AFIS database unless prohibited by statute.
- g. Applicant fingerprint cards, RI-008, can be obtained from the Resource Management Unit.
- h. Department work units shall not utilize RI-008 fingerprint cards or Live Scan devices to print applicants for any reasons not listed in this manual. Instead, the citizen should be directed to an agency authorized to collect those applicant fingerprints.