



**BGI Associates LLC**  
**Applicants That Live Outside of Michigan**  
**Fingerprint Instructions**

If you live out-of-state or out-of-country and need to submit your fingerprints to Michigan for your licensing or employment background check, you may submit your fingerprint cards to BGI for processing. *Please see the instructions below.*

1. Complete the appropriate State of Michigan Live Scan fingerprint form. Please fill out form completely. Provide your telephone number and e-mail address.
2. Obtain two sets of your fingerprints (two sets is preferred to ensure quality, but one is acceptable). Individuals may NOT fingerprint themselves. Fingerprints should be obtained from a law enforcement agency or private live scan fingerprint vendor. Tell them you prefer the FBI FD-258 fingerprint cards commonly used for applicant or law enforcement purposes. Must be original fingerprints. (Xerox copies of fingerprint cards are not acceptable).
3. Submit photocopy of Government Issued identification. It must be a photo copy of your government issued photo ID. For example, Driver's License, State ID Card, passport, etc.
4. Please fill out the fingerprint card(s) completely: Make sure it has your full name (Last, First Middle), Date of birth, citizenship, sex, race, height, weight, eye color, hair color, place of birth, signature of person fingerprinted, residence of person fingerprinted, date, signature of official taking fingerprints.
5. Submit your **Michigan Live Scan form**, **Copy of your government issued ID**, **finger print card(s)** and the below **BGI customer information and payment form**. BGI will accept cash, check or charge. *We accept all major credit cards.*
6. *BGI will then submit your fingerprints to the Michigan State Police and FBI for analysis.*

**Mail to:**

***BGI Associates LLC***  
***400 South State Street Suite 130***  
***Zeeland, MI 49464***  
***(616)239-1040***



**BGI Associates LLC**  
**Applicants That Live Outside of Michigan**  
**Fingerprint Information Form**

**1) APPLICANT INFORMATION \*Denotes Required Fields.**

*Last Name:	*First Name:	*Middle Name:	
*Height:	*Weight:	*Hair Color:	*Eye Color:
Divers License State:	Drivers License Number:		
*Date of Birth (mm/dd/yyyy):		*Place of Birth:	

**2) APPLICANT ADDRESS**

*Address1:		
*Address 2:	City:	
*State:	*Zip Code:	*Phone Number:
E-Mail Address (Please Print Clearly):		

**3) COSTS**

Processing fee: Includes scanning and submission of fingerprints to Michigan State Police and FBI \$72.00
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**4) PAYMENT**

**Total fee enclosed \$ \_\_\_\_\_**

Check / Money Order (Please make checks payable to BGI Associates LLC)		
Credit Card (VISA, MC, AMEX, Discover):	Credit Card Number:	
Name on Card:	Exp. Date (mm/yy):	CVV Code:
*Credit Card billing address zip code:		
Will call and provide CC details. Payment must be received before applicant will be processed.		

**\*Applicant Signature \_\_\_\_\_ DATE \_\_\_\_\_**

By signing this form you hereby warrant that all the above information is correct and that I authorize BGI Associates to charge my credit card for the price of services rendered.

Send this completed form along with payment, fingerprint cards and photo copy of government issued ID to: BGI Associates LLC 400 South State Street Suite 130 Zeeland, Michigan 49464
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