



**1. Complete the appropriate State of Michigan Live Scan form.**

Please fill out form completely. Provide your telephone number and/or e-mail address, if available. The form must have original applicant signature.

**2. Obtain two sets of your fingerprints (two sets is preferred to ensure quality)**

- a. Individuals may NOT fingerprint themselves.
- b. Fingerprints should be obtained from a law enforcement agency or private live scan fingerprint vendor.
- c. Call your local law enforcement agency or live scan fingerprint vendor beforehand to make sure they provide the FBI FD-258 fingerprint cards commonly used for applicant or law enforcement purposes. We need 2 original sets of your fingerprints. (Xerox copies are not acceptable).

**3. Need photocopies of 2 forms of identification.**

- a. One must be a photo copy of your government issued photo ID. For example, Driver's License or passport.
- b. The second could be school ID, copy of social security card, etc.

**4. Please fill out the following on fingerprint card(s):** Your full name (Last, First Middle), Date of birth, Citizenship, Sex, Race, Height, Weight, Eye color, Hair color, Place of birth, Signature of person finger-printed, Residence of person fingerprinted, Date, Signature of official taking fingerprints.

**5. Submit your Michigan Live Scan form,** finger print card(s) along with the BGI application and payment instructions form. BGI Associates accept's money order, check or charge.

**Mail to:**

**BGI Associates LLC  
400 South State Street Suite 130  
Zeeland, MI 49464**

**6. BGI will submit your fingerprints to the Michigan State Police for analysis.**

*See below application form:*



**1) APPLICANT INFORMATION \*Denotes Required Fields. All information must match information on Fingerprint Card (FD-258).**

*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 \$68.00
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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, 2 fingerprint cards (FD-258) and copies of 2 different forms of ID to: BGI Associates LLC 400 South State Street Suite 130 Zeeland, Michigan 49464
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