



Series 300 Support Services	Effective Date 02/22/2018	Review Date <i>Three Years</i>	Directive Number 302.4
Chapter 302 - <i>Community Involvement</i>			
Reviewing Office <i>Records Management</i>			<input type="checkbox"/> New Directive <input checked="" type="checkbox"/> Revised <small>Revisions in <i>italics</i></small>
References			

NON-CRIMINAL FINGERPRINTING

302.4 - 1 PURPOSE

The purpose of this directive is to outline the procedures and guidelines *for handling* requests for non-criminal fingerprinting.

302.4 - 2 Public Requests for Non-Criminal Fingerprinting

1. Generally, as a service to the community, public service requests involving non-criminal fingerprinting are honored by this Department. These requests shall be referred to Identification.
2. Whenever a person requests fingerprint services, Identification personnel shall fill out the Detroit Police Department Service Request Form. The requestor shall present this form to the Fiscal Operations cashier for payment of the service. The requestor shall receive a cash register receipt indicating the paid service, and return to Identification with the receipt for fingerprinting.
3. Fingerprinting services are provided by Identification, Monday through Friday, 8:00 a.m. to 4:00 p.m.

302.4 - 3 Fingerprinting Services

302.4 - 3.1 State Lottery License Applicants

The following procedure shall apply:

- a. Take a full set of fingerprints on the Federal Bureau Investigation (FBI) Applicant Fingerprint Card (FD-258); and
- b. Return the print card to the applicant for forwarding to the Bureau of State Lottery.

302.4 - 3.2 State Bar, Stock Brokers, and Medical License Applicants

The following procedure shall apply:

- a. Take a full set of fingerprints on FD-258; and
- b. Return the print card to the applicant for forwarding to the State Identification Bureau.

302.4 Non-Criminal Fingerprinting

302.4 - 3.3 Foreign Citizens Immigrating to or Residing in the United States

The following procedure shall apply:

- a. Take a full set of fingerprints on the FD-258; and
- b. Return the print card to the applicant for forwarding to the United States Immigration Office.

302.4 - 3.4 Applicants for Review of Personal Computerized Criminal History Record

The following procedures shall apply:

- a. Take a full set of fingerprints on the FD-258; and
- b. Return the print card to the applicant and instruct the applicant to mail the fingerprint card, along with a letter requesting the applicant's record, to the Michigan State Police, Criminal Justice Information Center, P.O. Box 30634, Lansing, Michigan 48909.

302.4 - 3.5 Personal Identification Fingerprints

The following procedures shall apply:

- a. Take a full set of fingerprints on a completed FD-258; and
- b. Return the print card to the applicant and instruct the applicant to mail the fingerprint card, along with a letter requesting the applicant's record to the Michigan State Police, Criminal Justice Information Center, P.O. Box 30634, Lansing, Michigan 48909. (Parent or guardian shall accompany juveniles).

302.4 - 3.6 Fingerprinting Security Guard Applicants

Individual security guard applicants will be instructed by the concerned guard agency to report to Identification.

302.4 - 3.7 Referrals to Identification

Persons applying for any of the following services shall be referred directly to Identification for processing:

- a. Letter of clearance by name;
- b. Immigration visa clearance;
- c. Arrest record returns;
- d. Court ordered expungements;
- e. Sex offender verification and registration; and
- f. Military, State Department of Corrections, law enforcement background checks and all federal agencies seeking background checks for federal employment.

302.4 - 4 Child Identification and Protection Act, 1985

302.4 Non-Criminal Fingerprinting

Public Act 176

Under the Child Identification and Protection Act, 1985 Public Act 176, a child (defined as any person under 17 years of age) may be fingerprinted by this Department when a parent or guardian signs a written authorization (Child Identification and Protection Card (DPD135), allowing the Department to fingerprint their child. The following procedure shall apply:

- a. Only one (1) set of fingerprints per child shall be taken;
- b. The DPD135 shall be given to the parent or guardian for safekeeping;
- c. The Department shall not record the existence of the fingerprints, except when the child is missing or is a runaway; and
- d. When the child is found, or the case is disposed of, the fingerprint card shall be returned to the parent or guardian.

302.4 - 5 Record Keeping

1. In order to sustain future recommended fee increases, the Department for any given period, shall be able to determine the multiplicity of services rendered. Consequently, it will be necessary to establish and maintain a system for recording the total number of requests that are serviced in each category.
2. To facilitate record keeping, Fiscal Operations shall maintain a record of all services rendered by Identification. Each service shall be categorized and a daily total shall be made in each category representing the total number of requests handled by Identification during the preceding 24 hours.

Related Forms:

- Child Identification and Protection Card (DPD135)
- Detroit Police Department Service Request Form
- Federal Bureau Investigation Applicant Fingerprint Card (FD-258)