

Dear Health Science Student,

Mott Community College is required by law to do criminal background checks/investigations on all the Health Science Programs students who attend a clinical site. Mott Community College has contracted with a company, L-1 Identity Solutions, to do these criminal background checks. The background check will involve fingerprint testing. It is up to **each student** to contact the company and make an appointment to have your fingerprints taken. Please do this as soon as possible. Their appointment schedule fills quickly. You can schedule your appointment on line, www.L1enrollment.com or call 1-866-226-2952 (8am-5pmEST).

You will need to obtain from the Health Sciences Division office (CM2313) or on line at www.mcc.edu/3_academics/divisions/hs_index.shtml (found under Program and Course Information) the Michigan **Livescan Fingerprint Request form**. This form has the MCC agency ID number you will need when making your fingerprinting appointment. You **MUST** bring this completed form with you to your appointment.

The following are instructions for your fingerprinting appointment:

1. Log onto www.L1enrollment.com
2. Click on “Michigan”
3. Click on “Begin Registration”
4. Enter your name
5. Enter College’s Agency Number “1599E”
6. Click on “NCPA/VCA(PL 105-243) National Child Protection Act”
7. Enter your home zip code
8. Choose location for testing
9. Select a date
10. Select an appointment time for testing
11. Enter all contact information and personal information

Only checks and money orders are accepted for payment at the site

12. Click on “Send Information”
13. Verify your information
14. Click to “Finalize Appointment”
15. Be sure to arrive at the facility at your appointed time
16. Bring the following with you to your fingerprint appointment: driver’s license or other valid form of identification, your Michigan Livescan Fingerprint Request form (from the college), and the form of payment you selected when you made your appointment (the cost is \$60.00)
17. The technician will scan your fingerprints and submit your data. This normally takes less than five minutes. You must report to the technician any previous names or aliases you’ve been known as when you have your fingerprints scanned.

18. You will receive a signed receipt at the end of your fingerprinting session which should be submitted to the division office as proof of fingerprinting. The receipt should accompany the Informed Consent for Criminal Background Investigation form to the Division office, see below.
19. The results will be sent directly to the College, Division of Health Sciences.

You **MUST** also complete, sign and return the college's **Informed Consent for Criminal Background Investigation** form available from the Division office (CM2313) or on line at www.mcc.edu/3_academics/divisions/hs_index.shtml (found under Program and Course Information). This signed form must be returned to the Division office to complete your background investigation and clear your access to the clinical sites.

If you have questions, please call the Health Sciences Division office at (810) 762-0317.

Good Luck on your academic pursuits!

Sincerely,

Patricia Markowicz, MSN, RN
Dean of Health Sciences