

**MICHIGAN STATE**  
**U N I V E R S I T Y**

**CRIMINAL HISTORY RECORD REQUEST**

Office of Risk Management & Insurance  
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East Lansing, MI 48824  
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**What is a Criminal History Record?**

The criminal history record is compiled in accordance with Michigan Compiled Law 28.241. – 28.246. The record includes personal descriptors regarding the person and information on felony and misdemeanor arrests, charges and convictions. The record is compiled from information provided by Michigan law enforcement, prosecutors, courts and prisons. Michigan law enforcement agencies are required to provide fingerprints and arrest information when a person is charged with an offense punishable by over 93 days, which includes all felony and the serious misdemeanor offenses.

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First Name

Middle Name

Last Name

Previous, married and/or maiden names: \_\_\_\_\_

Date of birth:    Month: \_\_\_\_\_    Date : \_\_\_\_\_    Year: \_\_\_\_\_

Sex:    Male     Female

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Do you currently have any criminal charges pending in a court of law?    No     Yes

Have you ever been convicted of a felony or a misdemeanor?    No     Yes

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

I give Michigan State University permission to check my criminal history with state and local police as well as  
with any jurisdictions in other states in which I have lived.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE INDICATE DEPARTMENTAL CONTACT PERSON WITH WHOM RESULTS SHOULD BE REVIEWED:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**NOTE:** A criminal record will not necessarily disqualify an applicant. A criminal record is one piece of information that will be considered in determining the appropriateness of an individual to be an MSU volunteer.