

OPTIONS FOR OBTAINING YOUR REQUIRED FINGERPRINTS

MECOSTA COUNTY COMMUNITY CORRECTIONS

At the Mecosta County Courthouse – 400 Elm Street, Big Rapids – (231) 592-0126

It is not necessary to make an appointment...walk-ins are accepted as follows:

Monday – Friday 8:30 a.m. – 4:30 p.m.
(Closed Thursday Noon – 1:00 p.m.)

1. Upon arrival at the Mecosta County Courthouse go to the County Clerk's Office (Room 131) and pay the fee. The County Clerk's office accepts cash, check or debit cards. They will issue a receipt.
2. Take the receipt to Room 204 on the second floor of the Courthouse where you will be fingerprinted.
3. Please wash your hands prior to being printed. Bring paperwork, ID and receipt to the door. They will be with you shortly.

REQUIRED DOCUMENTATION TO BRING WITH YOU:**

- Valid **DRIVERS LICENSE**, **passport** or other government-issued picture identification.
- The **LIVESCAN FINGERPRINT REQUEST** from the School District with requester ID.

***You will have to reschedule your appointment if you do not have all necessary documentation and payment in full.*

ISABELLA COUNTY SHERIFF OFFICE

Call **989-772-5911** for times and cost.

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YOUR LIVESCAN FINGERPRINT REQUEST FORM MUST BE RETURNED TO US WHEN PRINTS ARE COMPLETED!!