



**Little River Band of Ottawa Indians**  
**Tribal Council**  
2608 Government Center Drive  
Manistee, MI 49660  
(231) 723-8288

**Resolution #16-1005-288**

*Approving and Authorizing the Re-submission of the Tribe's Amended Sex Offender Registration Policy and Procedure Manual to the Department of Justice for Review and Approval*

WHEREAS, the status of the *Gaá Čhíng Ziibi Daáwaa Aníshinaábek* (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribe adopted amendments to the Constitution on July 11, 2016 which became effective upon approval by the Assistant Secretary-Indian Affairs on August 24, 2016; and

WHEREAS, the legislative powers of the Tribe are vested in the Tribal Council according to Article IV, Section 5 of the Constitution; and

WHEREAS, the Tribal Council is authorized by Article IV, Section 7(a)(1) and (2) to exercise the inherent powers of the Tribe by establishing laws through the enactment of ordinances and adoption of resolutions to govern the conduct of Tribal Members and others within the Tribe's jurisdiction and to promote, protect and provide for the public health, peace, morals, education and general welfare of the Tribe and its members; and

WHEREAS, the Tribe has worked with the SMART Office in the United States Department of Justice to draft and implement a Policy and Procedure Manual to govern the registration

and monitoring of individuals convicted of certain sexual offenses under the Sex Offender Registration and Notification Act Ordinance, Ordinance #11-400-11; and

WHEREAS, the Policy and Procedure Manual was reviewed and the Department of Justice requested one amendment be made prior to the Department of Justice providing required approval necessary for the Policy and Procedure Manual to be considered final; and


NOW THEREFORE IT IS RESOLVED, that the Tribal Council approves the Tribal Sex Offender Registration Policies and Procedures Manual for use by the Little River Band of Ottawa Indians Department of Public Safety for implementation of the Sex Offender Registry and Notification Act Ordinance, Ordinance #11-400-11.

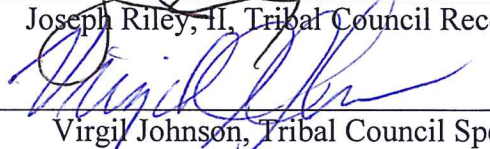
IT IS FURTHER RESOLVED that the revised Tribal Sex Offender Registration Policies and Procedures Manual shall be forwarded to the Department of Justice for final review and approval.

IT IS FINALLY RESOLVED that said regulations shall take immediate effect upon final approval by the Department of Justice.

### **CERTIFICATE OF ADOPTION**

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 9 FOR, 0 AGAINST, 0 ABSTAINING, and 0 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on October 5, 2016, at the Little River Band's Government Center in Manistee, Michigan, with a quorum being present for such vote.

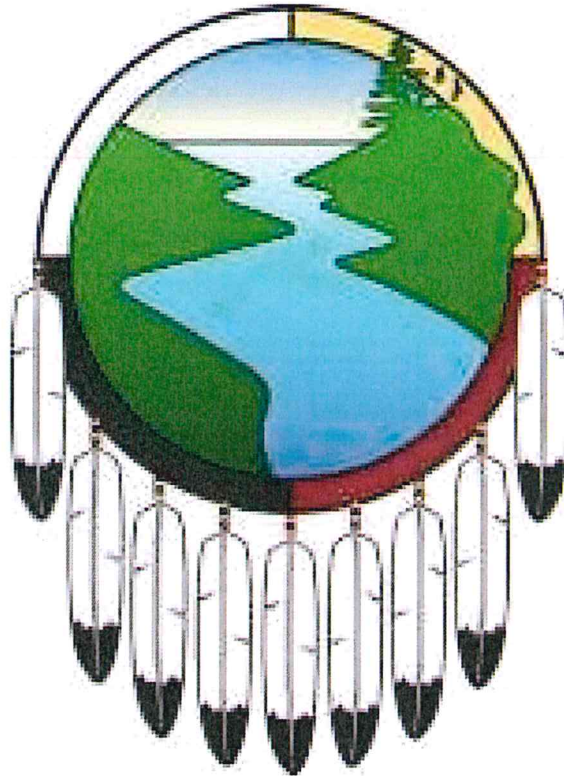
  
\_\_\_\_\_  
Joseph Riley, II, Tribal Council Recorder

  
\_\_\_\_\_  
Virgil Johnson, Tribal Council Speaker

Attest:

Distribution:     Council Records  
                     Tribal Ogema  
                     Tribal Court  
                     Public Safety Department  
                     Unified Legal Department

# **TRIBAL SEX OFFENDER REGISTRATION POLICIES AND PROCEDURES MANUAL**



***LITTLE RIVER BAND OF OTTAWA INDIANS  
DEPARTMENT OF PUBLIC SAFETY***

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## Introduction

In 1994 the United States Congress passed the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act. This act established guidelines for states to track sex offenders by requiring them to confirm a sex offender's place of residence annually for ten years after release, or quarterly for the rest of the offender's life, if the sex offense was a violent sex crime.

In 1996 the Jacob Wetterling Act was amended by what is commonly known as Megan's Law. This amendment provided for the public disclosure and dissemination of certain information from sex offender registries. As a result, state and local law enforcement were required to make certain information about offenders public.

In 2003 the Prosecutorial Remedies and Other Tools to end the Exploitation of Children Today (PROTECT) Act was passed, which, in part, required the Department of Justice to maintain a sex offender web site with links to each state's sex offender web site. That web site is known as the Dru Sjodin National Sex Offender Public Web Site.

Finally, in 2006 the Adam Walsh Child Protection and Safety Act was passed. Between the passage of the Jacob Wetterling Act in 1994 and the Adam Walsh Act I 2006, tribes came up on the national sex offender registry radar. Certain courts in Public Law 280 states found that state sex offender registry and notification laws were essentially civil-regulatory in nature. Due to the nature of federal Indian law, this meant that states had no jurisdiction to impose their sex offender laws on tribal lands, thereby creating a gap in the national registry system. Consequently, Title I of the Adam Walsh Act sought to close that gap by requiring tribes to either opt in to the national registry system or have their jurisdiction over such matters transferred to states. Title I what is known as the Sex Offender Registration and Notification Act (SORNA).

Unfortunately, neither tribes nor states were consulted in the development of the Adam Walsh Act, or of SORNA in particular. Consequently, there are many unanswered questions and clear gaps in the law. However, in order to ensure they maintained their sovereign authority over sex offense registration and notification, tribes were required to pass resolutions declaring their intent to implement the requirements of SORNA by July 2007. 198 tribes across the country did so. However, the Act further required that those tribes substantially implement the requirements by July 2009. Whereas states have had at least ten years of experience in developing and maintaining sex offender registries, most tribes have not. Furthermore, the guidelines for implementing the Act were not finalized until July 2008. Thus, tribes have had one year to develop and implement a comprehensive sex offender registry in order to maintain their sovereignty over such matters. This time crunch prompted the development of model tribal codes, Memorandums of Understanding, and policies and procedures. This policy and procedures manual is one of those models and is a critical component of Little River's implementation of SORNA.

In furtherance of implementing the requirement of SORNA, this tribe enacted the Sex Offender Registration Act Ordinance in July of 2011. Pursuant to that Code, any qualifying sex offender

must register with the tribe. This Policy and Procedures Manual provides the tribal public safety officers with guidelines on how to implement the Ordinance, along with accompanying forms. The procedures in this manual must be strictly followed in every qualifying sex offense case. Any questions about implementation of the code or the meaning of any provision in this manual should be addressed with the Director of Public Safety.

## **Determining Who Must Register**

Individuals subject to registration under the Code are *not* limited to individuals who have been convicted or sentenced by the tribal court, nor to tribal members or Indians in general. The Tribe's Sex Offender Registration Act – Ordinance, Ordinance #11-400-11, details which individuals **MUST** register with the tribe.

An accurate determination will require that the registering official has a copy of the offender's conviction and sentence, and possibly the underlying police reports or allegations that establish the offense for which the individual was convicted. If you have any questions about whether a particular individual is required to register with the tribe, consult the advice of the Director of Public Safety.

Tribal members convicted of a qualifying sex offense, as listed in the Ordinance, must register with the Tribe. Reference Sex Offender Registration Act – Ordinance #11-400-11, Section 6.01. An adult sex offender is "convicted" for the purposes of this code if the sex offender has been subjected to penal consequences based on the conviction, however the conviction may be styled. A juvenile offender is "convicted" for purposes of the Tribe's Sex Offender Registration Act-Ordinance, Ordinance #11-400-11, if the juvenile offender is prosecuted and found guilty as an adult for a sex offense or is adjudicated delinquent as a juvenile for a sex offense, but only if the offender is 14 years of age or older at the time of the offense and the offense adjudicated was comparable to or more severe than aggravated sexual abuse (as described in either (a) or (b) of section 2241 of title 18, United States Code), or was an attempt or conspiracy to commit such an offense.

All offenders who live, work or attend school within the exterior boundaries of the Little River Band of Ottawa Indians or on other property owned by the Tribe in fee or in trust regardless of its location are subject to the requirements of the Sex Offender Registration Act Ordinance if convicted of offenses, as listed in the Ordinance.

## **Tiering Offenses**

Under the Sex Offender Registration Act – Ordinance #11-400-11, an offender will be assigned to a particular tier. Each tier is based on the elements of the offense for which an offender was convicted. It is not based on a risk assessment. This Tribe treats tribal and non-tribal offenses according to the same guidelines. As with determining who is required to register, if you have any questions about the appropriate tier to assign to an offender, consult the advice of the Director of Public Safety.



In certain circumstances, an offender may have the period of registration and verification reduced. However, any offender wishing to reduce the registration period must file a petition in the tribal court seeking a reduction based on the conditions outlined in Article VII of the Sex Offender Registration Act – Ordinance #11-400-11. Registering officers are not authorized to make adjustments to the registration period without a court order.

## **Recapture**

The Sex Offender Registration Act – Ordinance #11-400-11 requirements are retroactive. Consequently, there may be individuals who are not presently registered or whose registration requirements previously ended, who must now register or re-register. The Ordinance also mandates that the Tribe must “recapture” those offenders who are required either register or re-register. This is the process the registering officer will follow to ensure that offenders are recaptured on the following schedule:

1. Tier 1 offenders – within one year following enactment of the Ordinance.
2. Tier 2 offenders – within 180 days following enactment of the Ordinance.
3. Tier 3 offenders – within 90 days following enactment of the Ordinance.

## **Incarcerated Sex Offenders**

For each individual incarcerated by the tribe, the registering officer shall review the full criminal history including, tribal, state and federal records to determine if the individual has ever been convicted of a sex offense in any court. If a sex offense is reflected in the criminal history and the individual is not already registered in any jurisdiction, the registering officer shall obtain information concerning that offense and determine if the individual is required to be registered under the federal Sex Offender Registration and Notification Act and the Sex Offender Registration Act – Ordinance #11-400-11. For those who are required to register or re-register, the registering officer shall ensure that the individual is entered into the registry and that all necessary information is obtained.

## **Offenders Currently on Probation**

The registering officer shall regularly review the list of individuals on probation in the tribal justice system to determine if they have prior convictions for sex offenses in any jurisdiction for which they are not presently registered. All tribal, state and federal criminal records shall be reviewed to make this determination. If a sex offense is reflected in the criminal history and the individual is not already registered in any jurisdiction, the registering officer shall obtain information concerning that offense and determine if the individual is required to be registered under the federal Sex Offender Registration and Notification Act and the Sex Offender Registration Act – Ordinance #11-400-11. For those who are required to register or re-register,

the registering officer shall ensure that the individual is entered into the registry and that all necessary information is obtained.

## **Currently Registered Offenders**

The registering officer shall review the record of all individuals currently registered as sex offenders with the tribe under existing tribal law and determine if additional information must be obtained or if any adjustments must be made to their registration status pursuant to the requirements of the Sex Offender Registration Act – Ordinance #11-400-11.

## **Offenders Re-entering the System**

The registering officer shall review the Tribal Court's list of individuals set for arraignment. Each listed individual's tribal, state and federal criminal record shall be accessed to determine if they have been convicted of a sex offense. If a sex offense is reflected in the criminal history and the individual is not already registered in any jurisdiction, the registering officer shall obtain information concerning that offense and determine if the individual is required to be registered under the federal Sex Offender Registration and Notification Act and the Sex Offender Registration Act – Ordinance #11-400-11. For those who are required to register or re-register, the registering officer shall ensure that the individual is entered into the registry and that all necessary information is obtained.

## **Known Offenders**

If a registering officer knows of an individual with prior sex offense convictions who has not otherwise been recaptured, the officer shall review that individual's tribal, state and federal criminal history to determine if they are obligated to register with the tribe under the federal Sex Offender Registration and Notification Act and the Sex Offender Registration Act – Ordinance #11-400-11.

## **Registration Form, Sex Offender Acknowledgement, and the Registration Checklist**

Offenders must register at the Tribe's Department of Public Safety Office located at 3031 Domres Road in Manistee, Michigan 49660. The Office Manager or other assigned Department personnel will complete the registrar tasks listed in the Ordinance or this Policy Manual.

The person registering the Offender, after having determined an individual is required to register, shall ensure that a registration data form, RI-004 (09/2014), which includes the Explanation of Duties To Register as a Sex Offender, is entered into the Michigan Sex Offense Registry (OffenderWatch) pursuant to the Michigan State Police & LRBOI Memorandum of Agreement (MSP MOA) within 3 business days. In addition to electronic completion of the registration and acknowledgment form, a checklist shall be completed in all cases to ensure all required information has been obtained and procedures have been followed. The checklist is used at



LRBOI as part of the LRBOI Law Enforcement process to ensure that all sex offenders who are required to register are registered and that all required information is obtained. A hard copy of all forms shall be provided to the registering offender. The digitized format is sent through OffenderWatch to the MSP as an automated notification to ensure the offender is noticed in all jurisdictions and in the NCIC.

## Sex Offender Initial Registration

When served with the Court Orders, the convicted offender shall be taken into custody immediately, and the following shall be obtained:

1. Run the sex offender through LEIN (including a criminal history).
2. Fingerprint and palm print the convicted sex offender using AFIS by:
  - ◆ Log into Windows
  - ◆ Once logged in, click on VPN client to connect to internet; enter username and password
  - ◆ Once connected, click on the Livescan icon and enter username and password
  - ◆ Hit capture button
  - ◆ Enter personal information on individual; why they are being printed (AWP-Adam Walsh Act); requester ID and RQID type flag
  - ◆ Fingerprint and palm print individual
  - ◆ When completed; go to transaction status and hit submit
  - ◆ Make two (2) copies of the fingerprints; one on the RI-7 State of Michigan Arrest fingerprint card & one on the FBI criminal arrest card. Complete the information on the card and require the offender to sign each card
3. Take a photograph of the offender with the AFIS camera. Head gear shall be removed and hair pulled away from the face. Require the offender to wear eye glasses if he regularly wears them.
4. During the offender registration verification process the Registering Officer or authorized LRBOI Law Enforcement personnel whose assigned duties relate to a sex offender's registration shall include collecting the offender's DNA by using the Michigan State Police (MSP) Combined DNA Index System (CODIS) Unit provided kits. Law Enforcement personnel shall complete DNA collection and return the collected DNA to the MSP CODIS Unit via first class mail.
5. Fill out State of Michigan Forms:
  - ◆ DD-004 Sex Offender Registration
  - ◆ DD-4 COMPLETION

The Act requires the offender receive a copy of the initial registration. The DD-4 shall be used for this purpose. The registration form shall be completed by the agency official. **Do NOT allow the offender to complete the form.**

Both the registering official and offender shall sign and date the form. If an offender refuses to sign the form, the agency official shall write "Refused to Sign" on the offender's signature line and forward to the address below. If appropriate, have the parent and/or guardian of a juvenile offender sign the forms. Refusal to sign the registration form is a 93-day misdemeanor.

Offenders must initial next to each right or requirement listed on the forms acknowledging the Offender read and understood the right or requirement.

When providing information to the MSP for automated notification, the following information shall be included for the Michigan Sex Offender Registry through OffenderWatch, immediately, within 3 business days:

**Absconder status.** If the offender is in violation of the LRBOI Sex Offender Registration and Notification Statute or cannot be located, the website must reflect this fact.

**Criminal history.** A complete criminal history of any and all qualifying sex offenses for which the offender has been convicted must be included.

**Current offense.** The website must also reflect the offense for which the offender is registered with the tribe.

**Employer Address.** The name may also be included, but is not required.

**Name of the Offender.** This includes all aliases.

**Photograph.** A current photograph of the offender must be maintained on the public website.

**Physical description.**

**Residential address.** This includes anywhere the offender "habitually lives."

**School address.** Again, the name may be included but is not required.

**Vehicle information that includes the license plate number, the VIN number and a description of the vehicle.**

The following information is prohibited from being disclosed to the public:

- Non-conviction criminal history.
- Social Security numbers.
- Travel and Immigration document numbers.
- Victim's identity.
- Internet Identifiers.



- Name of the place of employment.

An email notification with digitized files is sent to the MSP through OffenderWatch by the Registering Officer for posting to MSP Sex Offender Public Registry Website whenever a sex offender commences residence, employment and/or school attendance with a certain zip code or geographic radius. The notification shall include the sex offender's identity.

If it is clear to the registering officer that a particular individual is having a hard time reading or otherwise cannot read any of the require documents, the registering officer shall read the form to the individual and clearly not on the form that the officer read it to the offender.

## **Change of Information**

When sex offenders change their status they MUST immediately, within 3 business days, appear in-person to notify the LRBOI Law Enforcement when the change of information relates to their name, residence or termination of residence, employment or termination of employment, enrollment or termination of enrollment in school. The Registering Officer will complete the RI-004V (09/2014) Michigan SOR Verification Form through OffenderWatch. For changes pertaining to vehicle(s), professional licensing, temporary lodging information, telephone number(s), email addresses, IM addresses, or any other internet identifying related information, they must immediately, within 3 business days, notify the LRBOI Registering Officer and a RI-004V (09/2014) Michigan SOR Verification Form shall be completed with the changes (see pages 19-22). If there is a circumstance when the Michigan Sex Offender Registry (OffenderWatch) database system is down or unavailable the Registering Officer fills out the RI-004 (09/2014) manually and the form is signed by the Sex Offender and Registering Officer. When the system becomes available the data is entered electronically through OffenderWatch and the data is sent electronically including a scan of the signed copy to the MSP.

Sex offenders shall notify the Registering Officer if they plan on finding temporary lodging in another jurisdiction. Upon being informed of such intent, the Registering Officer shall notify the jurisdiction where temporary lodging is being sought by voice mail, e-mail, and a letter. In the event temporary lodging is being sought outside the exterior boundaries of United States the U.S. Marshals Service shall be notified. The Registering Officer should contact International Police Organization (INTERPOL) according if required by the LRBOI Sex Offender Registration and Notification Statute.

For international travel the sex offender is required to report the intent to travel 21 days in advance. The U.S. Marshals Service's National Sex Offender Targeting Center (NSOTC) shall be immediately notified with use of their Notification of International Travel of Sex Offender form V1.0 (Feb. 2012) and the MSOR (OffenderWatch)/NCIC is updated with the date of expected travel. The MSP shall be notified to ensure the appropriate jurisdiction is notified. The Registering Officer shall also contact INTERPOL when circumstances require INTERPOL.

## **Fee Collection**

Every time an offender registers under the Ordinance, he or she must pay a \$50.00 fee. Payments may be made by check, money order, or cash. DPS will forward \$30 of the fee to the State of Michigan. The remaining \$20 will go to DPS to cover the cost of registration.

## **Verification and Appearance Requirements**

At an “in-person appearance” the offender must review the existing registration information for accuracy and the offender must allow a current photograph(s) be taken. If there is any new information or a change in information the Registering Officer shall immediately:

1. Complete and have the offender sign the RI-004V (09/2014) Michigan SOR Verification Form Michigan State Police.
2. Enter the new information in Michigan Sex Offender Registry (OffenderWatch)/NCIC.

## **Failure to Appear for Registration and Absconded Offenders**

Any time an offender’s residency, employment or enrollment cannot be verified, whether by failing to initially register or by apparently leaving their address of record, officers shall abide by the procedures set forth in this section.

In the case of individuals who fail to initially appear for registration, the officer shall immediately inform the jurisdiction that provided notification that the sex offender was to commence residency, employment, or school attendance within the Tribe’s jurisdiction that the sex offender failed to appear for registration.

In the event an officer receives information that a sex offender has absconded. LRBOI Law Enforcement shall make an effort to determine if the offender has actually absconded. Upon confirmation of an offender having absconded, the officer shall:

1. Notify the Registering Officer.
2. The Registering Officer will update Michigan Sex Offender Registry (OffenderWatch) which will update the MSP and the National Crime Information Center (NCIC) Wanted Person File.
3. The Registering Officer requests a federal warrant for arrest of the offender by issuing the Absconson Notification Letter.
4. Notify the U.S. Marshals Service and the Federal Bureau of Investigation.

## **Change of Jurisdiction**

When an offender has completed a Sex Offender Registration form, RI-004V (09/2014) of changes to their residential or mailing address, place or status of employment, place or status of schooling, or vehicle and it involves another jurisdiction a Notice of Updated Information must be generated and immediately sent to all other jurisdictions where the offender is registered. It shall also be sent to all other jurisdictions where the offender will be required to register in-



person due to the change in information for the Michigan Sex Offender Registry (OffenderWatch)/NCIC.

When relocating to LRBOI jurisdiction, once the offender has registered their new information, the preceding jurisdiction and any other registering jurisdictions are informed via voice mail, e-mail and a letter that the offender has completed their updates successfully. Electronic signed copies shall be sent to the MSP for updating the appropriate jurisdiction and to ensure that Michigan Sex Offender Registry (OffenderWatch)/NCIC.

## **Certified Records**

In the event that an investigation is in progress or opened and there is a need for Sex Offender Registration Records the documents are certified and may only be provided to a criminal justice or law enforcement agency. Sex offender registration documents are exempt from FOIA, Freedom of Information Act pursuant to MCL 28.730(10)(1). To obtain certified records the justice or agency must submit MSP form RI-019 (06/2010).

## **LRBOI Forms**

The following pages include the copies of the forms mentioned in this policy manual.

## MICHIGAN SEX OFFENDER REGISTRATION

AUTHORITY: M.C.L.A. 28.721, et seq. COMPLIANCE: MANDATORY

Agency	Administrator	Phone Number	Date
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Your next verification month is:

Registration Tier		Verification Frequency		Registration Status	
<b>I. Offender Information</b>					
Full Name			Date of Birth		Race
Sex	Hair	Eye Color	Height	Weight	Last Verification Date
Registration Number		Social Security Number	OPS/PID Number		FBI Number
MI/SID Number		MDOC Number		Immigration Number	
Fingerprints On File		Palm Prints On File		DNA On File	
Passport On File		Professional License Number		License Type	
<b>II. Residence Information</b>					
Address		City	State	ZIP Code	Start Date
<b>III. Incarceration(s)</b>					
(1) Facility Name		Incarceration Start Date	Incarceration End Date		Total Days Incarcerated
Address		City		State	ZIP Code
<b>IV. Contact Information</b>					
(1) Telephone Number	Phone Type	(3) Email/Internet		Type	Service Provider
(2) Telephone Number	Phone Type	(4) Email/Internet		Type	Service Provider
<b>V. Alias(es)</b>					
List All Aliases					
<b>VI. Scars/Marks/Tattoos (SMT)</b>					
(1) SMT Type	SMT Location	SMT Description	(2) SMT Type	SMT Location	SMT Description
(3) SMT Type	SMT Location	SMT Description	(4) SMT Type	SMT Location	SMT Description
<b>VII. Employment Information</b>					
Employer Name	Employer Address		County	Volunteer	Start Date



Registration Number:

<b>IX. Vehicle(s)</b>							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
Make	Model	Style	Color	Year	License	State VIN	Location Kept
<b>X. Mobile Home(s)</b>							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
Make	Model	Style	Color	Year	License	State VIN	Location Kept
<b>XI. Boat(s)</b>							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
Make	Model	Style	Color	Year	License	State VIN	Location Kept
<b>XII. Aircraft(s)</b>							
Make	Style	Color	Year	License	Serial Number	Location Kept	
<b>XIII. Offense Information</b>							
Offense Date	Crime Code and Description	Counts	Victim Age	Conv. State	Conv. Date	Case Number	
Offense Details							
Offense Date	Crime Code and Description	Counts	Victim Age	Conv. State	Conv. Date	Case Number	
Offense Details							
Offense Date	Crime Code and Description	Counts	Victim Age	Conv. State	Conv. Date	Case Number	
Offense Details							
Offense Date	Crime Code and Description	Counts	Victim Age	Conv. State	Conv. Date	Case Number	
Offense Details							
Offense Date	Crime Code and Description	Counts	Victim Age	Conv. State	Conv. Date	Case Number	
Offense Details							
<b>XIV. Registration Fee</b>							
Balance Owed	Last Fee Paid	Collecting Agency	Indigent Date		Indigent Agency		

## EXPLANATION OF DUTIES TO REGISTER AS A SEX OFFENDER

1. I am required by law to register as a sex offender. Failure to register as required by law is a felony and may result in prosecution. MCL 28.729(1).
  - a. If I am a Tier I offender, I must register for 15 years. MCL 28.725(10)
  - b. If I am a Tier II offender, I must register for 25 years. MCL 28.725(11)
  - c. If I am a Tier III offender, I must register for the remainder of my life. MCL 28.725(12)
  - d. I understand my registration period excludes all period(s) of incarceration. MCL 28.725(13)
2. I am required to sign the required registration form(s). Failure to sign the required registration form(s) is a misdemeanor and may result in criminal prosecution.
3. I am required by law to verify my address by reporting in-person and providing proof of residency at a local law enforcement agency, sheriff's office, or Michigan State Police post that has jurisdiction over my residence. Failure to verify my address as required by law is a misdemeanor and may result in prosecution.



**Registration Number:**

- a. If I am a Tier I offender, I am required by law to verify my address once every year during my month of birth. MCL 28.725a(3)(a)  
b. If I am a Tier II offender, I am required by law to verify my address twice each year according to the following schedule: MCL 28.725a(3)(b)

<u>Birth Month</u>	<u>Reporting Months</u>	<u>Birth Month</u>	<u>Reporting Months</u>
January	January and July	July	January and July
February	February and August	August	February and August
March	March and September	September	March and September
April	April and October	October	April and October
May	May and November	November	May and November
June	June and December	December	June and December

- c. If I am a Tier III offender, I am required by law to verify my address four times each year according to the following schedule: MCL 28.725a(3)(c)

<u>Birth Month</u>	<u>Reporting Months</u>	<u>Birth Month</u>	<u>Reporting Months</u>
January	January, April, July, and October	July	January, April, July, and October
February	February, May, August, and November	August	February, May, August, and November
March	March, June, September, and December	September	March, June, September, and December
April	January, April, July, and October	October	January, April, July, and October
May	February, May, August, and November	November	February, May, August, and November
June	March, June, September and, December	December	March, June, September and, December

4. Upon registering as a sex offender, I am required by law to provide the following information:
- My legal name and any aliases, nicknames, tribal names, ethnic names, and any other name by which I have been known. MCL 28.727(1)(a)
  - My social security number and any social security numbers or alleged security number that I have previously used. MCL 28.727(1)(b)
  - My date of birth and any alleged dates of birth that I have previously used. MCL 28.727(1)(c)
  - The address where I reside or will reside. If I do not have a residential address then I must provide the location that I use in lieu of a residence. If I am homeless, then I must provide the name of the village, city, or township where I spend or will spend the majority of my time. MCL 28.727(1)(d)
  - The name and address of any temporary lodging used or to be used when I am away from my residence for more than seven days. MCL 28.727(1)(e)
  - The name and address of each of my employers. "Employers" includes contractors. If my employment location is not in a fixed location, then I must provide the general areas where I work and the normal travel routes that I take while working. MCL 28.727(1)(f)
  - The name and address of any school that I attend or that has accepted me if I plan to attend. MCL 28.727(1)(g)
  - All telephone numbers registered to me or that I routinely use. MCL 28.727(1)(h)
  - All electronic mail (e-mail) addresses and instant message addresses assigned to me or that I routinely use and all login names and other identifiers that I use when using e-mail or instant messaging. MCL 28.727(1)(i)
  - The license plate number, registration number, and description of any motor vehicle, aircraft, or vessel that I own or regularly operate and the location where they are routinely stored. MCL 28.727(1)(j)
  - My passport and all other immigration documents that I may have. MCL 28.727(1)(l)
  - All occupational and professional licensing information that I may have. MCL 28.727(1)(m)
5. During my verification periods, I am required by law to review all of my registration information for accuracy. MCL 28.725a(4).
6. I am required by law to report in person within three business days to a local law enforcement agency, sheriff's office, or Michigan State Police post having jurisdiction over my residence, all of the following:
- My new address after changing or vacating my residence within the state of Michigan. If I am homeless or lack a fixed or temporary residence, I am required by law to provide the village, city, or township where I spend the majority of my time. MCL 28.725(1)(a) and MCL 28.727(1)(d)
  - The name and address of my employer upon obtaining, changing, or discontinuing employment, including volunteer work. MCL 28.725(1)(b)
  - The name and location of the school upon enrolling or discontinuing enrollment at an institution of higher learning. MCL 28.725(1)(c)
  - My new name upon changing my name. MCL 28.725(1)(d)
  - My temporary address and dates of travel if I intend to temporarily reside at any place other than my residence for more than seven days. MCL 28.725(1)(e) and MCL 28.727(1)(e)
  - Any electronic mail (e-mail) address, instant messaging address, or any other designation used in internet communications upon establishing it. MCL 28.725(1)(f)
  - The license plate number or registration number, description, and location stored or kept of any vehicle that I own or regularly operate. MCL 28.725(1)(g)
  - My new address prior to changing my residence to another state. MCL 28.725(6) Failure to report as required by law is a felony and may result in prosecution.

**Registration Number:**

7. I am required by law to provide my new or temporary address by reporting in person to a local law enforcement agency, sheriff's office, or Michigan State Police post having jurisdiction over my residence 21 days prior to traveling to another country for more than 7 days or changing my residence to another country. Failure to report this information is a felony and may result in criminal prosecution. MCL 28.725(7)
8. The Michigan Department of Corrections may not release me until I provide the address of my proposed place of residence. A county jail located within Michigan will not release me until I provide the address of my proposed place of residence. MCL 28.725(3) and MCL 28.725(4)
9. I am required by law to maintain either a valid Michigan operator's or chauffeur's license or Michigan personal identification card with a digitized photograph. This card may be used as proof of residency. Other proof of residency may be required, such as a voter registration card, utility bill, or other bill. Unless otherwise specified by law, my digitized photograph will be included on the public sex offender registry website. Failure to maintain the proper identification is a misdemeanor and may result in criminal prosecution. MCL 28.725a (7) and MCL 28.725a (8)
10. I am required by law to pay a \$50.00 registration fee at the time of my initial registration and annually following the year of initial registration. The payment of the annual registration fee shall be paid at the time I report during the first verification reporting month for me, unless I elect to prepay the annual registration fee for any future year for which an annual registration fee is required. Prepaying my annual registration fee does not change or alter my reporting requirements as detailed in section 3 above. The sum of the amounts paid under this section shall not exceed \$550.00. If I am determined to be indigent by the collecting agency, this fee will be temporarily waived for 90 days. Failure to pay the registration fee is a misdemeanor and may result in criminal prosecution. MCL 28.725a(6) MCL 28.724a(5), and MCL 28.725b(3)
11. I am required by law to have my fingerprints and palm prints taken if they are not already on file with the department of State Police. Those fingerprints and palm prints will be forwarded to the Federal Bureau of Investigation if they are not already on file with the Federal Bureau of Investigation. I must be reprinted if my fingerprints or palm prints were expunged and/or returned to me. MCL 28.727(1) (q)
12. Unless otherwise specified by law, I am prohibited by law from residing or working within 1,000 feet from any building, facility, structure, or real property owned, leased, or otherwise controlled by a public, private, denominational, or parochial school offering developmental kindergarten, kindergarten, or any grade from one through twelve. Residing or working within a student safety zone is a misdemeanor and may result in criminal prosecution. MCL 28.735(1), MCL 28.734(1) (a)
13. I am prohibited by law from loitering within 1,000 feet from any building, facility, structure, or real property owned, leased, or otherwise controlled by a public, private, denominational, or parochial school offering developmental kindergarten, kindergarten, or any grade from one through twelve. Loitering in a student safety zone is a misdemeanor and may result in criminal prosecution. MCL 28.734(1) (b)
14. It is a felony to knowingly provide false or misleading information concerning a registration, notice, or verification, and doing so may result in prosecution. MCL 28.727(6)
15. I acknowledge that I have read the above requirements and/or had them read to me.

-----  
**Your next verification month is:**

**PLEASE READ CAREFULLY BEFORE SIGNING**

I have reviewed my registration information and have verified the information is accurate and complete. I understand that failing to comply with the requirements of the Sex Offenders Registration Act is a crime and may result in criminal prosecution.

I acknowledge that I have been provided a written notice explaining my registration duties. I have read the above requirements and/or had them read to me and I understand my registration duties.

**SIGNATURES**

\_\_\_\_\_  
Signature of Offender

\_\_\_\_\_  
Signature of Notifying Official

\_\_\_\_\_  
Signature of Parent, Legal Guardian, or Power of Attorney, if applicable

\_\_\_\_\_  
Printed Name of Notifying Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notifying Agency

SUBMIT COMPLETED FORM VIA MAIL TO:  
Michigan State Police  
Sex Offender Registry Unit  
P.O. Box 30634  
Lansing, MI 48909-0634  
OR FAX TO: (517) 241-1868

## LRBOI REGISTRATION CHECKLIST

NAME: \_\_\_\_\_ DOB: \_\_\_\_\_ SOCIAL SECURITY NO: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

- ☐ **ALL INFORMATION DIGITIZED** (scanned into a .pdf document and housed in an electronic file)
- ☐ **ALL INFORMATION ENTERED IN TO MICHIGAN SEX OFFENDER REGISTRY DATABASE**
- ☐ **CRIMINAL HISTORY**
  - ☐ Date of all arrests
  - ☐ Date of all convictions
  - ☐ Status of parole, probation, or supervised release
  - ☐ Registration status
  - ☐ Outstanding arrest warrants
- ☐ **DATE OF BIRTH**
  - ☐ Actual date of birth
  - ☐ Purported date of birth
  - ☐ All information digitized
- ☐ **DNA SAMPLE**
  - ☐ Taken from offender
  - ☐ Submitted for entry in to Combined DNA Index System (CODIS)
- ☐ **DRIVER'S LICENSE AND/OR TRIBAL ID CARD**
  - ☐ Photocopy of all driver's licenses and identification cards issued to sex offender by a jurisdiction.
- ☐ **EMPLOYMENT INFORMATION**
  - ☐ Name of Employer
  - ☐ Address of Employer
  - ☐ Any place employed or will be employed, including volunteer or unpaid work
  - ☐ Transient or day labor information collected
- ☐ **FINGER AND PALM PRINTS TAKEN** (both must be digitized)
- ☐ **INTERNET IDENTIFIERS**
  - ☐ Email addresses
  - ☐ Instant Message addresses or identifiers
  - ☐ Any other designation or monikers used for self-identification
  - ☐ All designations used for routing or self-identification on the internet
- ☐ **NAME**
  - ☐ Primary, given name
  - ☐ Nicknames, aliases, pseudonyms generally, regardless of context
  - ☐ Ethnic or Tribal names by which offender is *commonly* known.
- ☐ **PASSPORTS AND IMMIGRATION DOCUMENTS**
  - ☐ Digitized copy of passport obtained
  - ☐ Digitized copy of immigration documents obtained
- ☐ **PHONE NUMBERS**



- ☐ Telephone numbers and other designations used for routing or self-identification in telephonic communications including VoIP (Voice over Internet Protocol) numbers.
- ☐ Land line phone numbers
- ☐ Cell phone numbers
  
- ☐ **PHOTOGRAPH TAKEN (INCLUDING NEW IDENTIFYING MARKS)**
  - ☐ Updated copy unless appearance has not significantly changed:
    - ☐ Tier 1: Annually
    - ☐ Tier 2: Every 180 days
    - ☐ Tier 3: Every 90 days
  
- ☐ **PHYSICAL DESCRIPTION**
  - ☐ Physical description: date of birth, race, sex, height, weight, hair color, and eye color
  - ☐ Any identifying marks, such as scars, tattoos, etc. are photographed.
  
- ☐ **INCARCERATIONS**
  - ☐ Facility Name, Start and End Dates, and Total Days Incarcerated.
  
- ☐ **PROFESSIONAL LICENSING INFORMATION**
  - ☐ Concerning all licensing of the offender that authorizes the offender to engage in an occupation or carry out a trade or business. Obtain the state which issued the license and the expiration date.
  
- ☐ **RESIDENTIAL ADDRESS**
  - ☐ Address if each residence at which the offender resides or will reside
  - ☐ If different, location or description that identifies where the offender habitually lives or sleeps.  
(Note: "habitually lives or sleeps" is intended to cover locations a person routinely lives or sleeps such as the residences of friends, family, neighbors, significant others, vehicles, parks, etc.)
  
- ☐ **SCHOOL ADDRESS**
  - ☐ Name of School
  - ☐ School Address
  - ☐ Of an place where offender is, or will be a student
  
- ☐ **SOCIAL SECURITY NUMBER**
  - ☐ Valid social security number
  - ☐ All purported social security numbers
  
- ☐ **TEMPORARY LODGING INFORMATION (when absent from residence for 7 days or more)**
  - ☐ Identifying information (location) of temporary locations
  - ☐ Dates of temporary lodging
  - ☐ If going outside United States, INTERPOL notified and the U.S. Marshals Service
  
- ☐ **TEXT OF REGISTRATION OFFENSE (text of offense for which convicted and registered must be provided to SORNA database, if not already there)**
  
- ☐ **VEHICLE INFORMATION INCLUDING MOBILE HOMES**
  - ☐ License plate number(s)
  - ☐ VIN number(s)
  - ☐ Color, make, model, and year of the vehicle(s)
  - ☐ For all vehicles owned or operated by offender whether for work or personal use, including automobiles, aircraft, watercraft, snowmobiles, and all-terrain vehicles.
  - ☐ Where the vehicle(s) is permanently or frequently kept



**THIS SECTION MUST BE COMPLETED IN FULL**

<i>Name of person completing form:</i>	<i>Department:</i>	<i>Date completed:</i>	<i>Date entered into MSOR:</i>
<i>Printed Name of Registrant:</i>	<i>Date:</i>	<i>Signature of Registrant:</i>	

## MICHIGAN SEX OFFENDER VERIFICATION/UPDATE

AUTHORITY: M.C.L.A. 28.721, et seq. COMPLIANCE: MANDATORY

Agency	Administrator	Phone Number	Date
--------	---------------	--------------	------

Your next verification month is:

Registration Tier		Verification Frequency		Registration Status	
<b>I. Offender Information</b>					
Full Name			Date of Birth		Race
Sex	Hair	Eye Color	Height	Weight	Last Verification Date
Registration Number		Social Security Number	OPS/PID Number		FBI Number
MI/SID Number		MDOC Number		Immigration Number	
Fingerprints On File		Palm Prints On File		DNA On File	
Passport On File		Professional License Number		License Type	
<b>II. Residence Information</b>					
Address		City	State	ZIP Code	Start Date
<b>III. Incarceration(s)</b>					
(1) Facility Name		Incarceration Start Date	Incarceration End Date		Total Days Incarcerated
Address		City	State	ZIP Code	
<b>IV. Contact Information</b>					
(1) Telephone Number	Phone Type	(3) Email/Internet	Type	Service Provider	
(2) Telephone Number	Phone Type	(4) Email/Internet	Type	Service Provider	
<b>V. Alias(es)</b>					
List All Aliases					
<b>VI. Scars/Marks/Tattoos (SMT)</b>					
(1) SMT Type	SMT Location	SMT Description	(2) SMT Type	SMT Location	SMT Description
(3) SMT Type	SMT Location	SMT Description	(4) SMT Type	SMT Location	SMT Description
<b>VII. Employment Information</b>					
Employer Name	Employer Address		County	Volunteer <input type="checkbox"/> YES <input type="checkbox"/> NO	Start Date
<b>VIII. Campus/Educational Institution Information</b>					
Campus Name	Campus Address		County	Start Date	

Registration Number:

<b>IX. Vehicle(s)</b>							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
Make	Model	Style	Color	Year	License	State VIN	Location Kept
<b>X. Mobile Home(s)</b>							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
<b>XI. Boat(s)</b>							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
<b>XII. Aircraft(s)</b>							
Make		Style	Color	Year	License	Serial Number	Location Kept
<b>XIII. Offense Information</b>							
Offense Date	Crime Code and Description			Counts	Victim Age	Conv. State	Conv. Date Case Number
Offense Details							
Offense Date	Crime Code and Description			Counts	Victim Age	Conv. State	Conv. Date Case Number
Offense Details							
Offense Date	Crime Code and Description			Counts	Victim Age	Conv. State	Conv. Date Case Number
Offense Details							
Offense Date	Crime Code and Description			Counts	Victim Age	Conv. State	Conv. Date Case Number
Offense Details							
<b>XIV. Registration Fee</b>							
Balance Owed	Last Fee Paid	Collecting Agency			Indigent Date	Indigent Agency	

## EXPLANATION OF DUTIES TO REGISTER AS A SEX OFFENDER

1. I am required by law to register as a sex offender. Failure to register as required by law is a felony and may result in prosecution. MCL 28.729(1).
  - a. If I am a Tier I offender, I must register for 15 years. MCL 28.725(10)
  - b. If I am a Tier II offender, I must register for 25 years. MCL 28.725(11)
  - c. If I am a Tier III offender, I must register for the remainder of my life. MCL 28.725(12)
  - d. I understand my registration period excludes all period(s) of incarceration. MCL 28.725(13)
2. I am required to sign the required registration form(s). Failure to sign the required registration form(s) is a misdemeanor and may result in criminal prosecution.
3. I am required by law to verify my address by reporting in-person and providing proof of residency at a local law enforcement agency, sheriff's office, or Michigan State Police post that has jurisdiction over my residence. Failure to verify my address as required by law is a misdemeanor and may result in prosecution.
  - a. If I am a Tier I offender, I am required by law to verify my address once every year during my month of birth. MCL 28.725a(3)(a)



**Registration Number:**

- b. If I am a Tier II offender, I am required by law to verify my address twice each year according to the following schedule: MCL 28.725a(3)(b)

<u>Birth Month</u>	<u>Reporting Months</u>	<u>Birth Month</u>	<u>Reporting Months</u>
January	January and July	July	January and July
February	February and August	August	February and August
March	March and September	September	March and September
April	April and October	October	April and October
May	May and November	November	May and November
June	June and December	December	June and December

- c. If I am a Tier III offender, I am required by law to verify my address four times each year according to the following schedule: MCL 28.725a(3)(c)

<u>Birth Month</u>	<u>Reporting Months</u>	<u>Birth Month</u>	<u>Reporting Months</u>
January	January, April, July, and October	July	January, April, July, and October
February	February, May, August, and November	August	February, May, August, and November
March	March, June, September, and December	September	March, June, September, and December
April	January, April, July, and October	October	January, April, July, and October
May	February, May, August, and November	November	February, May, August, and November
June	March, June, September and, December	December	March, June, September and, December

4. Upon registering as a sex offender, I am required by law to provide the following information:
- My legal name and any aliases, nicknames, tribal names, ethnic names, and any other name by which I have been known. MCL 28.727(1)(a)
  - My social security number and any social security numbers or alleged security number that I have previously used. MCL 28.727(1)(b)
  - My date of birth and any alleged dates of birth that I have previously used. MCL 28.727(1)(c)
  - The address where I reside or will reside. If I do not have a residential address then I must provide the location that I use in lieu of a residence. If I am homeless, then I must provide the name of the village, city, or township where I spend or will spend the majority of my time. MCL 28.727(1)(d)
- e. The name and address of any temporary lodging used or to be used when I am away from my residence for more than seven days. MCL 28.727(1)(e)
- The name and address of each of my employers. "Employers" includes contractors. If my employment location is not in a fixed location, then I must provide the general areas where I work and the normal travel routes that I take while working. MCL 28.727(1)(f)
  - The name and address of any school that I attend or that has accepted me if I plan to attend. MCL 28.727(1)(g)
  - All telephone numbers registered to me or that I routinely use. MCL 28.727(1)(h)
  - All electronic mail (e-mail) addresses and instant message addresses assigned to me or that I routinely use and all login names and other identifiers that I use when using e-mail or instant messaging. MCL 28.727(1)(i)
  - The license plate number, registration number, and description of any motor vehicle, aircraft, or vessel that I own or regularly operate and the location where they are routinely stored. MCL 28.727(1)(j)
  - My passport and all other immigration documents that I may have. MCL 28.727(1)(l)
  - All occupational and professional licensing information that I may have. MCL 28.727(1)(m)
5. During my verification periods, I am required by law to review all of my registration information for accuracy. MCL 28.725a(4).
6. I am required by law to report in person within three business days to a local law enforcement agency, sheriff's office, or Michigan State Police post having jurisdiction over my residence, all of the following:
- My new address after changing or vacating my residence within the state of Michigan. If I am homeless or lack a fixed or temporary residence, I am required by law to provide the village, city, or township where I spend the majority of my time. MCL 28.725(1)(a) and MCL 28.727(1)(d)
  - The name and address of my employer upon obtaining, changing, or discontinuing employment, including volunteer work. MCL 28.725(1)(b)
  - The name and location of the school upon enrolling or discontinuing enrollment at an institution of higher learning. MCL 28.725(1)(c)
  - My new name upon changing my name. MCL 28.725(1)(d)
  - My temporary address and dates of travel if I intend to temporarily reside at any place other than my residence for more than seven days. MCL 28.725(1)(e) and MCL 28.727(1)(e)
  - Any electronic mail (e-mail) address, instant messaging address, or any other designation used in internet communications upon establishing it. MCL 28.725(1)(f)
  - The license plate number or registration number, description, and location stored or kept of any vehicle that I own or regularly operate. MCL 28.725(1)(g)
  - My new address prior to changing my residence to another state. MCL 28.725(6) Failure to report as required by law is a felony and may result in prosecution.

**Registration Number:**

7. I am required by law to provide my new or temporary address by reporting in person to a local law enforcement agency, sheriff's office, or Michigan State Police post having jurisdiction over my residence 21 days prior to traveling to another country for more than 7 days or changing my residence to another country. Failure to report this information is a felony and may result in criminal prosecution. MCL 28.725(7)
8. The Michigan Department of Corrections may not release me until I provide the address of my proposed place of residence. A county jail located within Michigan will not release me until I provide the address of my proposed place of residence. MCL 28.725(3) and MCL 28.725(4)
9. I am required by law to maintain either a valid Michigan operator's or chauffeur's license or Michigan personal identification card with a digitized photograph. This card may be used as proof of residency. Other proof of residency may be required, such as a voter registration card, utility bill, or other bill. Unless otherwise specified by law, my digitized photograph will be included on the public sex offender registry website. Failure to maintain the proper identification is a misdemeanor and may result in criminal prosecution. MCL 28.725a (7) and MCL 28.725a (8)
10. I am required by law to pay a \$50.00 registration fee at the time of my initial registration and annually following the year of initial registration. The payment of the annual registration fee shall be paid at the time I report during the first verification reporting month for me, unless I elect to prepay the annual registration fee for any future year for which an annual registration fee is required. Prepaying my annual registration fee does not change or alter my reporting requirements as detailed in section 3 above. The sum of the amounts paid under this section shall not exceed \$550.00. If I am determined to be indigent by the collecting agency, this fee will be temporarily waived for 90 days. Failure to pay the registration fee is a misdemeanor and may result in criminal prosecution. MCL 28.725a(6) MCL 28.724a(5), and MCL 28.725b(3)
11. I am required by law to have my fingerprints and palm prints taken if they are not already on file with the department of State Police. Those fingerprints and palm prints will be forwarded to the Federal Bureau of Investigation if they are not already on file with the Federal Bureau of Investigation. I must be reprinted if my fingerprints or palm prints were expunged and/or returned to me. MCL 28.727(1) (q)
12. Unless otherwise specified by law, I am prohibited by law from residing or working within 1,000 feet from any building, facility, structure, or real property owned, leased, or otherwise controlled by a public, private, denominational, or parochial school offering developmental kindergarten, kindergarten, or any grade from one through twelve. Residing or working within a student safety zone is a misdemeanor and may result in criminal prosecution. MCL 28.735(1), MCL 28.734(1) (a)
13. I am prohibited by law from loitering within 1,000 feet from any building, facility, structure, or real property owned, leased, or otherwise controlled by a public, private, denominational, or parochial school offering developmental kindergarten, kindergarten, or any grade from one through twelve. Loitering in a student safety zone is a misdemeanor and may result in criminal prosecution. MCL 28.734(1) (b)
14. It is a felony to knowingly provide false or misleading information concerning a registration, notice, or verification, and doing so may result in prosecution. MCL 28.727(6)
15. I acknowledge that I have read the above requirements and/or had them read to me.

-----  
**Your next verification month is:**

**PLEASE READ CAREFULLY BEFORE SIGNING**

I have reviewed my registration information and have verified the information is accurate and complete. I understand that failing to comply with the Sex Offenders Registration Act, or providing false information is a crime and may result in criminal prosecution.

I have been provided a copy of the written notice explaining my registration duties.

**SIGNATURES**

\_\_\_\_\_  
Signature of Offender

\_\_\_\_\_  
Signature of Notifying Official

\_\_\_\_\_  
Signature of Parent, Legal Guardian, or Power of Attorney, if applicable

\_\_\_\_\_  
Printed Name of Notifying Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notifying Agency

SUBMIT COMPLETED FORM VIA MAIL TO:  
Michigan State Police  
Sex Offender Registry Unit  
P.O. Box 30634  
Lansing, MI 48909-0634  
OR FAX TO: (517) 241-1868

Date Submitted:

## Notification of International Travel of Sex Offender

### Subject Information

Last Name:  First Name:  Middle Name:   
Aliases(if any):   
Date of Birth:  Sex:  FBI # (internal use only):   
Citizenship:   
Passport#:  Country of Issuance:

### Travel Information

Purpose of Travel:  Means of Travel:   
Date Departing U.S.:  Departure Location:   
Date Returning to U.S.:  Arrival Location:   
Destination Country:  Address:

### Criminal Record

Date(s) of Conviction:  City and State or Jurisdiction of Conviction:   
Sex Offense(s) of which Convicted:   
Victim information:   
Age/gender/relationship:   
Jurisdiction(s) of Current Registry:

### Other

Contact information in Destination Country:   
Other information, (i.e. itinerary; visa information; explain "other" responses above)

### Submitter's Information (internal use only)

Name:  Agency:   
Phone #:  E-mail:

[Print Form](#)

[Reset Form](#)

Please send to [IOD.NSOTC@usdoj.gov](mailto:IOD.NSOTC@usdoj.gov)  
With Subject : Sex Offender Travel Notification

[E-Mail](#)

V1.0 (Feb 2012)





## DEPARTMENT OF PUBLIC SAFETY

"To Protect and Serve"



### ABSCONSION NOTIFICATION LETTER

**TO:** U.S. Marshals Service  
*Insert address*

**SUBJECT:** *Insert name and identifying info.*

**TO:** F.B.I.  
*Insert address*

**DATE:** *Insert date of letter*

This is to advise you that the above named registered sex offender has moved or otherwise absconded and has not notified the Little River Band of Ottawa Indians Law Enforcement of his or her new address or location. This person may be in violation of the Sex Offender Registration Notification Act and the LRBOI Sex Offender Registration and Notification Statute. You may wish to review this matter with your prosecuting attorney.

After making reasonable attempts, the Tribal Law Enforcement has been unable to locate the above named subject. For this reason, the tribe is requesting that a warrant be sought for the sex offender's arrest.

Should you develop information concerning where this sex offender has moved, please contact the LRBOI Law Enforcement immediately at the address and phone number indicated on this letterhead.

Sincerely,

Registering Officer Signs Here

Little River Band of Ottawa Indians ♦ 3031 Domres Rd ♦ Manistee, Michigan 49660  
Phone 231-398-3413 ♦ Fax 231-398-3405



DEPARTMENT OF PUBLIC SAFETY  
"To Protect and Serve"



NOTICE OF UPDATED INFORMATION

TO: *New/Other Jurisdiction*  
*Insert address*

FROM: *LRBOI Registering Officer*  
SIGNATURE: \_\_\_\_\_

DATE: *Insert date of letter*

RE: Notification of Sex Registrant Updated Information

The following sex offender is registered in our jurisdiction. We understand that they are also either currently registered, or will be required to register, in your jurisdiction based on recent changes in their residence, employment, or schooling. The offender's information has been updated as follows:

Original Identifying Information

Name:  
Date of Birth:  
Race:  
FBI#:  
Address:  
Employment Information (including Professional Licensing):  
School Related Information:

Updated Information (including date of change or anticipated change)

New Address:	_____	Actual
Anticipated Date:	_____	Date: _____
New Employment		
Information:	_____	Actual
Anticipated Date:	_____	Date: _____
New School Related		Actual
Information:	_____	Date: _____
Vehicle Change:	_____	Actual
Anticipated Date:	_____	Date: _____

For further information feel free to contact us at the address and phone number indicated on this letterhead. Additional pages may be attached as required.

Page \_\_\_\_\_ of \_\_\_\_\_.

Little River Band of Ottawa Indians ♦ 3031 Domres Rd ♦ Manistee, Michigan 49660  
Phone 231-398-3413 ♦ Fax 231-398-3405

## REQUEST FOR CERTIFIED RECORDS SEX OFFENDER REGISTRATION

Certified documents may only be provided to a criminal justice or law enforcement agency. Sex offender registration documents are exempt from the Freedom of Information Act, pursuant to Michigan Compiled Law 28.730(10)(1). Requests for certified documents will only be processed upon receipt of this completed form.

**Please Note:**

- For court disposition information, contact the court.
- For police reports, contact the arresting agency.

(Please print or type your request.)

TO BE COMPLETED BY REQUESTOR			
Name of Person Making Request		Offender Name	
Agency Representing		Offender Date of Birth	SYSID Number
Street Address		SOR Violation Type(s)	
City		<input type="checkbox"/> Address Verification <input type="checkbox"/> Fee <input type="checkbox"/> Sign Forms <input type="checkbox"/> Campus Status <input type="checkbox"/> Other <input type="checkbox"/> Address Change	
State	ZIP Code	Last Reported Address, If Address Change Violation:	
Area Code and Phone Number		Date of Request	
<input type="checkbox"/> Mail to Requestor		Date of Violation:	
<input type="checkbox"/> Mail to Other, If Different than Requestor Agency Name		<b>STATE POLICE WORK UNIT USE ONLY</b>	
Name of Person to Receive Records		Official Receiving Request	
Street Address		Date Received	Date Completed
City		<b>ACTION TAKEN:</b> <input type="checkbox"/> Documents Provided <input type="checkbox"/> Requested Records Not Available By Department <input type="checkbox"/> Other	
State	ZIP Code		

PLEASE SUBMIT REQUEST TO:      Michigan State Police  
Sex Offender Registration Unit  
FAX: (517) 241-1868

Please allow five business days from receipt of request for processing.

AUTHORITY: 1994 PA 295
COMPLIANCE: Mandatory