



## Core Service Bureau Account Activation Requirements

Access to Core Service Bureau services is only allowed to authorized personnel. Accounts will not be activated without the following documents:

### LocatePLUS

- Copy of Law Enforcement Agency letterhead (e.g. Police or Sheriff's Department)
- Completed CSB Pre-Connection Checklist

### MI Law Enforcement Access

- Approval from CJIS Field Services to access LEIN via the Core Service Bureau
- Copy of Law Enforcement Agency letterhead (e.g. Police or Sheriff's Department)
- Permission by authorized person for your agency's ORI(s) to be configured on the CSB line
- Completed CSB Pre-Connection Checklist
- For individual user subscriptions only (not agency subscription):
  - Copy of LEIN certification document for individual

### MI Secretary of State Access

- Must be eligible for "Governmental Direct Access" to Secretary of State records.
  - Employee of an agency that is 100% publicly funded
  - Employee of a company working on behalf of a governmental agency (you will be required to submit a copy of your subcontractor contract to the Secretary of State)
- Contact MI Secretary of State, at [CommercialServices@Michigan.gov](mailto:CommercialServices@Michigan.gov), to request the required paperwork to either request access or change access to Core Technology.
- Contact Core Technology once all the required paperwork is submitted and approved by Secretary of State.
- Completed CSB Pre-Connection Checklist