

Michigan Department of Energy, Labor & Economic Growth
 Bureau of Commercial Services
 Licensing Division
 Immigration Clerical Assistant List
 P. O. Box 30018, Lansing, MI 48909
 517-241-8720
 Fax: 517-373-1044
 www.michigan.gov/immigrationclerical

FOR OFFICE USE ONLY	
I.D. Number:	14-01-
Effective Date:	
Approved By Date:	

IMMIGRATION CLERICAL ASSISTANT LIST APPLICATION

AUTHORITY: P.A. 161 of 2004
 COMPLETION: Mandatory
 PENALTY: Failure to complete may result in denial of your application

FEE DUE \$250.00 FEE IS NON-REFUNDABLE	PRINT OR TYPE ENTRIES	
Completion of and filing of this application is required for persons seeking placement on the Department's list identifying them as an immigration clerical assistant. Filing Instructions: 1. Send this application form and fee to the Immigration Clerical Assistant Listing Program at the address provided above. 2. Attach or submit under separate cover a surety or cash bond in the amount of \$50,000.00. 3. Submit copy of contract.	1. Name (Last, First, MI)	
	2. Business Address (No PO Box)	
	3. Residence Address	
	4. U.S. Social Security Number	
	5. Date of Birth	6. Daytime Telephone Number
	7. Facsimile Number	
	8. Name of Bonding Company	
	9. E-Mail Address	
	10. Website Address	
	11. Have you ever filed an application for the Immigration Clerical Assistant List in Michigan? <input type="checkbox"/> No <input type="checkbox"/> Yes - Enter the date here	
	Applicant's Certification: I hereby certify that the statements in this application are true and correct. I have not withheld information which might affect the decisions to be made on this application. I am aware that a false statement or dishonest answer may be grounds for denial of my application or may be punishable by law. I hereby authorize the Department of Energy, Labor & Economic Growth and its agents to investigate any statements made by me in this application, including checking criminal, civil and administrative records.	
Applicant's Signature _____		Date _____
FEE PAYMENT INFORMATION	FOR OFFICE USE ONLY - VALIDATION	
Immigration Clerical Assistant \$250.00 (1401-01)		
Make your check or money order from a U.S. Financial Institution payable to: STATE OF MICHIGAN - IMMIGRATION CLERICAL ASSISTANT		