

**LITTLE TRAVERSE BAY BANDS
OF ODAWA INDIANS**



**LAW ENFORCEMENT
SEX OFFENDER REGISTRATION
PROCEDURES MANUAL**

PRO-WOS 2012-008 022317-006

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I. Background and Introduction

- A.** Background. 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 their lives, 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 available to the 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 sex offender web site. That web site is known as The Dru Sjodin National Sex Offender Public Web Site.

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 in 2006, tribes came up on the national sex offender registry radar. Certain courts in Public Law 280 states had 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 into the national registry system or have their jurisdiction over such matters transferred to states. Title I is what is known as the Sex Offender Registration and Notification Act (SORNA).

To implement the requirements of SORNA, the Little Traverse Bay Bands of Odawa Indians (hereinafter known as "LTBB" or the "Tribe") enacted the Sex Offender Registration and Notification Statute ("SORNS"). Pursuant to this Statute, any qualifying sex offender must register with the Tribe.

- B.** Introduction. This Law Enforcement Procedures Manual provides the LTBB Law Enforcement with specific guidelines on how to implement the requirements of the SORNS, along with guidelines for the use of forms provided by the Michigan State Police and the LTBB Registration Checklist as a part of the checks and balances process for registration of sex offenders. The procedures in this manual shall be strictly followed in every qualifying sex offense case. Any questions about implementation of the Statute or the meaning of any provision in this manual should be addressed with the LTBB Chief of Police or the Registering Officer.

In furtherance of implementing the requirements set forth by SORNA the Tribe amended our LTBB Sex Offender Notification and Registration Statute, WOS 2009-008 with the LTBB Sex Offender Registration and Notification Statute, WOS 2012-008, dated August 14, 2012,

("SORNS") and the LTBB Law Enforcement and the Tribe executed a Memorandum of Agreement with the Michigan State Police (MSP MOA) to set forth the conditions and responsibilities of the parties concerning the use of the Michigan Sex Offender Registry (MSOR) by the Tribe through the Offender Watch Application Service.

II. Determining Who Must Register

Individuals subject to registration under the Statute are *not* limited to individuals who have been convicted or sentenced by the Tribal Court, or to LTBB Tribal Citizens or Indians in general. All individuals who have been convicted and sentenced by the Tribal Court or any other court of competent jurisdiction for a qualifying sex offense that are within the Tribe's jurisdiction MUST register with the Tribe immediately, within 3 business days.

An accurate determination will require that the Registering Officer(s) shall have 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 LTBB Chief of Police or the Registering Officer.

Offenders who reside, or are visiting (including temporary lodging for more than 7 days), within the exterior boundaries of the reservation or otherwise reside or are staying on property owned by the Tribe in fee or trust, regardless of location; are employed within the exterior boundaries of the reservation on property owned by the Tribe in fee or trust, regardless of location; or who attend school within the exterior boundaries of the reservation on property owned by the Tribe in fee or trust, regardless of location; that have been convicted of the following offenses are subject to the requirements of the LTBB SORNS and shall register with the Tribe immediately, within 3 business days:

- A. **Tribal Offenses.** Any attempt or conspiracy to commit any sex offense under LTBB Criminal Laws, WOS 1997-014.
- B. **Foreign Offenses.** Within the United States jurisdiction pursuant to LTBB SORNS,(V)(B) a conviction for any of the following, and any other offense hereafter included within SORNA:
 - 1. 18 U.S.C. §1591 (sex trafficking of children),
 - 2. 18 U.S.C. §1801 (video voyeurism if a minor),
 - 3. 18 U.S.C. §2241 (aggravated sexual abuse),
 - 4. 18 U.S.C. §2242 (sexual abuse),
 - 5. 18 U.S.C. §2243 (sexual abuse of a minor or ward),
 - 6. 18 U.S.C. §2244 (abusive sexual contact),
 - 7. 18 U.S.C. §2245 (offenses resulting in death),
 - 8. 18 U.S.C. §2251 (sexual exploitation of children),

9. 18 U.S.C. §2251A (selling or buying of children),
10. 18 U.S.C. §2252 (material involving the sexual exploitation of a minor),
11. 18 U.S.C. §2252A (material containing child pornography),
12. 18 U.S.C. §2252B (misleading domain names on the internet),
13. 18 U.S.C. §2252C (misleading words or digital images on the internet),
14. 18 U.S.C. §2260 (production of sexually explicit depictions of a minor for import into the United States),
15. 18 U.S.C. §2421 (transportation of a minor for illegal sexual activity),
16. 18 U.S.C. §2422 (coercion and enticement of a minor for illegal sexual activity),
17. 18 U.S.C. §2423 (transportation of minors for illegal sexual activity, travel with the intent to engage in illicit sexual conduct with a minor, engaging in illicit sexual conduct in foreign places),

C. Other Foreign Offenses. Any conviction for a sex offense involving any conduct listed in Section (F) which was obtained under the laws of Canada, the United Kingdom, Australia, New Zealand, and any foreign country where the United States State Department, in its Country Reports on Human Rights Practices, has concluded that an independent judiciary generally (or vigorously) enforced the right to a fair trial in that country during the year in which the conviction occurred.

D. Military Offenses. Any military offense specified by the Secretary of Defense under section 115(a)(8)(C)(i) of PL 105-119 (codified at 10 U.S.C. 951 note).

E. Juvenile Offenses or Adjudications. Any sex offense, or attempt or conspiracy to commit a sex offense, that is comparable to or more severe than the federal crime of aggravated sexual abuse (as codified in 18 U.S.C. §2241) and committed by a minor who is 14 years of age or older.

F. Jurisdiction Offenses. Any sex offense committed in any jurisdiction, including the Tribe's, that involves:

1. Any type of degree of genital, oral, or anal penetration,
2. Any sexual touching of or contact with a person's body, either directly or through the clothing,
3. Kidnapping of a minor,
4. False imprisonment of a minor,
5. Solicitation to engage a minor in sexual conduct understood broadly to include any direction, request, enticement, persuasion, or encouragement of a minor to engage in sexual conduct,

6. Use of a minor in a sexual performance,
7. Solicitation of a minor to practice prostitution,
8. Possession, production, or distribution of child pornography,
9. Criminal sexual conduct that involves physical contact with a minor or the use of the internet to facilitate or attempt such conduct. This includes offenses whose elements involve the use of other persons in prostitution, such as pandering, procuring, or pimping in cases where the victim was a minor at the time of the offense,
10. Any conduct that by its nature is a sex offense against a minor, and
11. Any offense similar to those outlined in:
 - a. 18 U.S.C. §1591 (sex trafficking by force, fraud, or coercion),
 - b. 18 U.S.C. §1801 (video voyeurism of a minor),
 - c. 18 U.S.C. §2241 (aggravated sexual abuse),
 - d. 18 U.S.C. §2242 (sexual abuse),
 - e. 18 U.S.C. §2244 (abusive sexual contact),
 - f. 18 U.S.C. §2422(b) (coercing a minor to engage in prostitution),
 - g. 18 U.S.C. §2423(a) (transporting a minor to engage in illicit conduct).

In determining if an individual is required to register with the Tribe the officer shall look to the underlying facts of the offenses for which the individual was sentenced.

III. Tiering Offenses

Pursuant to the LTBB SORNS each offender who is convicted of an offense set forth in the Sex Offense Statute (“SOS”) will be assigned a tier classification. Each offense in the SOS is assigned a tier which corresponds to the tiering system set forth in Section VI(A),(B) in the SORNS. The tier an offender is assigned is based on the offense(s) the offender was ultimately convicted of. Any offense for which an offender has been convicted in a court of competent jurisdiction may automatically be deemed a Tier I offense, if at the time of conviction the offender was not assigned a tier. LTBB has chosen to tier all tribal and non-tribal offenses similarly; in cases where an offender was convicted of an offense outside of the Tribe’s jurisdiction and was not assigned a tier, a tier will be assigned to the offender based on the tribal offense that’s elements most closely corresponds to the elements of the offense the offender was convicted of. All references to section are references to section in the SORNS. If you have any questions about whether an individual has been assigned the appropriate tier consult the appropriate Registering Officer. All tiering determinations may be appealed to Tribal Court.

A. TIER I OFFENSES

1. Sex Offenses. A “Tier I” offense includes any sex offense, for which a person has been convicted, or an attempt or conspiracy to commit such an offense that is not a “Tier II” or “Tier III” offense.
2. Tribal Offenses. A “Tier I” offense includes any sex offense, for which a person has been convicted, or an attempt or conspiracy to commit such an offense under the LTBB SORNS that is not a “Tier II” or “Tier III” offense.
3. Offenses Involving Minors. A “Tier I” offense also includes any offense for which a person has been convicted by any jurisdiction, local government, or qualifying foreign country pursuant to Section VI(A)(1)(a-c) and (d-n) of the LTBB SORNS:
 - a. False imprisonment of a minor,
 - b. Video voyeurism of a minor, and
 - c. Possession or receipt of child pornography.
4. Certain Federal Offenses. Conviction for any of the following federal offenses shall be considered a conviction for a “Tier I” offense:
 - a. 18 USC § 1801 (video voyeurism of a minor),
 - b. 18 USC § 2252 (receipt or possession of child pornography),
 - c. 18 USC §2252A (receipt or possession of child pornography),
 - d. 18 USC §2252B (misleading domain name),
 - e. 18 USC §2252C (misleading words or digital images),
 - f. 18 USC § 2422(a) (coercion to engage in prostitution),
 - g. 18 USC § 2423(b) (travel with the intent to engage in illicit conduct),
 - h. 18 USC § 2423(c) (engaging in illicit conduct in foreign places),
 - i. 18 USC § 2423(d) (arranging, inducing, procuring or facilitating the travel in interstate commerce of an adult for the purpose of engaging in illicit conduct for financial gain),
 - j. 18 USC §2424 (filing factual statement about an alien individual), and
 - k. 18 USC §2425 (transmitting information about a minor to further criminal sexual conduct).

5. Certain Military Offenses. Any military offense specified by the Secretary of Defense under section 115(a)(8)(C)(i) of Public Law 105-119 (codified at 10 U.S.C. §951 note) that is similar to those offenses outlined in Section VI(A)(1)(o) of the LTBB SORNS, and the proceeding list of offenses under “Tier I” Offenses shall be considered a “Tier I” offense.

B. TIER II OFFENSES

1. Recidivism and Felonies. Unless otherwise covered by VI(A)(2)(a-g) and (h-s) of the LTBB SORNS and listed below, any sex offense that is not the first sex offense for which a person has been convicted and that is punishable by more than one year in jail is considered a “Tier II” offense.
 - a. A person previously convicted of a Tier I offense who current sex offense conviction is punishable by more than one year imprisonment.
 - b. The use of minors in prostitution (to include solicitations).
 - c. Enticing a minor to engage in criminal sexual activity.
 - d. A non-forcible sexual act with a minor 16 or 17 years old.
 - e. Sexual contact with a minor 13 years or older.
 - f. The use of a minor in a sexual performance, and
 - g. The production or distribution of child pornography.
2. Certain Federal Offenses. Conviction for any of the following federal offenses shall be considered a conviction for a “Tier II” offense:
 - a. 18 U.S.C. §1591 (sex trafficking by force, fraud, or coercion),
 - b. 18 USC § 2244 (abusive sexual contact, victim 13 or older),
 - c. 18 USC § 2251 (sexual exploitation of children),
 - d. 18 USC § 2251A (selling or buying children),
 - e. 18 USC § 2252 (sale or distribution of child pornography),
 - f. 18 USC §2252A (sale or distribution of material containing child pornography),
 - g. 18 USC § 2260 (producing child pornography for import),

- h. 18 USC § 2421 (transportation for prostitution),
 - i. 18 USC § 2422(b) (coercing a minor to engage in illicit conduct),
 - j. 18 USC §2423(a) (transporting a minor to engage in illicit conduct)
 - k. 18 USC § 2423(d) (arranging, inducing, procuring or facilitating the travel in interstate commerce of an adult for the purpose of engaging in illicit conduct for financial gain),
3. Certain Military Offenses. Any military offense specified by the Secretary of Defense under section 115(a)(8)(C)(i) of Public Law 105-119 (10 U.S.C. §951 note) that is similar to those offenses outlined in Section VI(A)(2)(t) of the LTBB SORNS and the proceeding list of offenses under “Tier II” Offenses shall be considered a “Tier II” offense.

C. TIER III OFFENSES

- 1. Recidivism and Felonies. Unless otherwise covered by VI(A)(3)(a-d) of the LTBB SORNS and listed below, any sex offense that is not the first sex offense for which a person has been convicted and that is punishable by more than one year in jail where the offender has at least one prior conviction for a “Tier II” sex offense, or has previously become a “Tier II” sex offender, is a “Tier III” offense.
- 2. General Offenses. A “Tier III” offense includes any sex offense for which a person has been convicted, or an attempt or conspiracy to commit such an offense, that involves the LTBB SORNS, Section IV(A)(3)(a-d) and (e-g):
 - a. Any person previously convicted of a Tier II offense whose current sex offense conviction is punishable by more than one year imprisonment.
 - b. Non-parental kidnapping of a minor,
 - c. Any sexual act with another, or
 - d. Sexual contact with a minor under 13 years of age.
- 3. Certain Federal Offenses. Conviction for any of the following federal offenses shall be considered conviction for a “Tier III” offense:
 - a. 18 USC § 2241 (aggravated sexual abuse),
 - b. 18 USC § 2242 (sexual abuse),
 - c. 18 USC § 2243 (sexual abuse of a minor), and

- d. 18 USC § 2244 (abusive sexual contact, victim under 13 years of age).
4. Certain Military Offenses. Any military offense specified by the Secretary of Defense under section 115(a)(8)(C)(i) of Public Law 105-119 (10 U.S.C. §951 note) that is similar to those offenses outlined in Section VI(A)(3)(h) of the LTBB SORNS and the aforementioned offenses under “Tier III” Offenses shall be considered a “Tier III” offense.

IV. Retroactive Registration (Recapturing), Re-Entering and Know Offenders

Pursuant to the LTBB SORNS retroactive registration is mandated, more commonly known as “recapturing”. Consequently, there may be individuals who are not presently registered or whose registration requirements previously ended, prior to the enactment of SORNA, who must now register or re-register. These individuals typically are those who have committed a subsequent offense of a serious crime, or where the ordinary practice is likely to involve closer scrutiny of the offender’s past criminal conduct, or it is realized that there is a prior conviction that requires registration under SORNA. Additionally, LTBB had promulgated regulations that establish a process for retroactive registering in accordance with SORNS and that a fair judicial appeal process should be in place for those retroactive offenders who are not in agreement with their assigned tier. See REG-WOS 2012-008 081712-002, SORNS Classes of Offenders Regulations, approved by Tribal Council September 9, 2011.

Upon enactment of the LTBB SORNS the LTBB Law Enforcement shall start the recapturing process by reviewing all offenders beginning with a review of prisoners or supervisees who have not exited the justice system. More broadly, the LTBB Law Enforcement shall establish a system to recapture sex offenders who re-enter the justice system through misdemeanor convictions when sentenced in the LTBB Tribal Court or another court of competent jurisdiction and by conducting random sweeps.

In furtherance of this section LTBB Law Enforcement shall ensure that all Tier III offenders are recaptured within 90 days, that all Tier II offenders are recaptured within 180 days, and all Tier I offenders are recaptured within one year upon the enactment of the LTBB SORNS.

A. Incarcerated Offenders

For each individual arrested and/or incarcerated by the Tribe the LTBB Registering Officer will be notified. The LTBB Registering Officer shall review their full criminal history including, tribal, state, and federal 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 the sex offense and determine if the individual is required to be registered under SORNA and the LTBB SORNS. For those who are required to register or re-register, the Registering Officer shall ensure the individual is entered into the Michigan Sex Offender Registry (Offender Watch) to ensure that the offender is registered in the appropriate jurisdiction. The Registration form RI-004 (09/2014) which includes Explanation of Duties to Register as a Sex Offender form is signed electronically by the sex offender and printed for the registering offender to save as their acknowledgement of registry. NCIC is updated when the

Offender Watch data entry is completed and the MSP receives the RI-004 (09/2014) electronically through Offender Watch.

B. Sex Offenders Currently on Probation

The Registering Officer shall review the list of individuals on probation in the Tribal Justice system on a monthly basis to determine if they have any 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 SORNA and/or the LTBB SORNS. For those who are required to register or re-register, the Registering Officer shall ensure the individual is entered into the Michigan Sex Offender Registry (Offender Watch) to ensure that the offender is registered in the appropriate jurisdiction. The Registration data form RI-004 (09/2014) which includes Explanation of Duties to Register as a Sex Offender form is signed electronically by the sex offender and printed for the registering offender to save as their acknowledgement of registry. NCIC is updated when the Offender Watch data entry is completed and the MSP receives the RI-004 (09/2014) data through Offender Watch.

C. Currently Registered Offenders

The Registering Officer shall review the record of all individuals currently registered as sex offenders with the LTBB under existing Tribal law and determine if additional information must be obtained or adjustments made to their registration status pursuant to the requirements of the LTBB SORNS.

D. 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 SORNA and the LTBB SORNS. For those who are required to register or re-register, the Registering Officer shall ensure the individual is entered into the Michigan Sex Offender Registry (Offender Watch) to ensure that the offender is registered in the appropriate jurisdiction. The Registration data form RI-004 (09/2014) which includes Explanation of Duties to Register as a Sex Offender form is signed electronically by the sex offender and printed for the registering offender to save as acknowledgement of registry. NCIC is updated when the Offender Watch data entry is completed and the MSP receives the RI-004 (09/2014) electronically through Offender Watch.

E. Unknown Offenders and Known Offenders

If an individual is found located within LTBB jurisdiction and has not registered as required, a show cause hearing shall be requested to determine if the individual is required to register

according to SORNA and the LTBB SORNS. Additionally as time allows, to ensure that registration status' are up to date, Law Enforcement will randomly check the last known information related to residency, employment, and enrollment in schools for known sex offenders who are required to register.

V. Registration Form, Sex Offender Acknowledgement, and Registration Checklist

The Registering Officer after having determined an individual is required to register because of either a sentence from Tribal Court, a finding about a person currently incarcerated under a different charge, or a person on probation with the LTBB, shall ensure that a registration data form, RI-004 (09/2014) which includes the Explanation of Duties To Register as a Sex Offender (see pages 12-15) is completely entered into the Michigan Sex Offense Registry (Offender Watch) pursuant to the Michigan State Police & LTBB Memorandum of Agreement (MSP MOA) dated August 24, 2009, immediately, 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 (see pages 16-17). The checklist is used at LTBB as part of the LTBB Law Enforcement checks and balances 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 Offender Watch to the MSP as an automated notification to ensure the offender is noticed in all jurisdictions and in the NCIC.

- A. When there is a conviction and sentence process through the LTBB Tribal Court the registration fee is paid at the LTBB Court Clerk's Office where the sex offender receives a receipt to produce to the LTBB Law Enforcement Registering Officer. When their information is entered into the MSOR through Offender Watch there is a receipt that prints out as an additional receipt. This triggers an administrative billing process to the LTBB Tribal Court. The MSP will invoice LTBB for a portion of the registration fee which is entirely handled by the LTBB Judicial Branch.
- B. During the offender registration verification process the Registering Officer or authorized LTBB 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.
- C. When providing information to the MSP for automated notification, the following information shall be included for the MSOR through Offender Watch, immediately, within 3 business days:
 - 1. Absconder status. If the offender is in violation of the LTBB Sex Offender Registration and Notification Statute or cannot be located, the website must reflect this fact.
 - 2. Criminal history. A complete criminal history of any and all qualifying sex offenses for which the offender has been convicted must be included.
 - 3. Current offense. The website must also reflect the offense for which the offender is registered with the tribe.

4. Employer Address. The name may also be included, but is not required.
5. Name of the Offender. This includes all aliases.
6. Photograph. A current photograph of the offender must be maintained on the public website.
7. Physical description.
8. Residential address. This includes anywhere the offender "habitually lives."
9. School address. Again, the name may be included but is not required.
10. Vehicle information that includes the license plate number, the VIN number and a description of the vehicle.

D. Despite the public nature of the registry, the following information is prohibited from being disclosed to the public:

1. Non-conviction criminal history.
2. Social Security numbers.
3. Travel and Immigration document numbers.
4. Victim's identity.
5. Internet Identifiers.
6. Name of the place of employment.

E. Email notification with digitized files is sent to the MSP through Offender Watch 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.

F. Location of the LTBB SORNA registration: LTBB Law Enforcement, 911 Spring Street, Petoskey, Michigan 49770.

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	
I. Offender Information					
Full Name			Date of Birth		Race
Sex	Hair	Eye Color	Height	Weight	Last Verification Date
Registration Number		Social Security Number	QPS/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	
II. Residence Information					
Address		City	State	ZIP Code	Start Date
III. Incarceration(s)					
(1) Facility Name		Incarceration Start Date	Incarceration End Date	Total Days Incarcerated	
Address		City	State	ZIP Code	
IV. Contact Information					
(1) Telephone Number	Phone Type	(3) Email/Internet	Type	Service Provider	
(2) Telephone Number	Phone Type	(4) Email/Internet	Type	Service Provider	
V. Alias(es)					
List All Aliases					
VI. Scars/Marks/Tattoos (SMT)					
(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
VII. Employment Information					
Employer Name	Employer Address		County	Volunteer <input type="checkbox"/> YES <input type="checkbox"/> NO	Start Date
VIII. Campus/Educational Institution Information					
Campus Name	Campus Address		County	Start Date	

Registration Number:

IX. Vehicle(s)							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
X. Mobile Home(s)							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
XI. Boat(s)							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
XII. Aircraft(s)							
Make	Style	Color	Year	License	Serial Number	Location Kept	
XIII. Offense Information							
Offense Date	Crime Code and Description	Counts	Victim Age	Conv. State	Conv. Date	Case Number	
Offense Details							
Offense Details							
Offense Details							
Offense Details							
Offense Details							
XIV. Registration Fee							
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:
 - a. 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)
 - b. My social security number and any social security numbers or alleged security number that I have previously used. MCL 28.727(1)(b)
 - c. My date of birth and any alleged dates of birth that I have previously used. MCL 28.727(1)(c)
 - d. 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)
 - f. 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)
 - g. 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)
 - h. All telephone numbers registered to me or that I routinely use. MCL 28.727(1)(h)
 - i. 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)
 - j. 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)
 - k. My passport and all other immigration documents that I may have. MCL 28.727(1)(l)
 - 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:
 - a. 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)
 - b. The name and address of my employer upon obtaining, changing, or discontinuing employment, including volunteer work. MCL 28.725(1)(b)
 - c. The name and location of the school upon enrolling or discontinuing enrollment at an institution of higher learning. MCL 28.725(1)(c)
 - d. My new name upon changing my name. MCL 28.725(1)(d)
 - e. 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)
 - f. 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)
 - g. 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)
 - h. 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

LTBB 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: d.o.b., 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 of 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
 - Or any 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>	

VI. Change of Information

- A.** When sex offenders change their status they MUST immediately, within 3 business days, appear in-person to notify the LTBB 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 Offender Watch. 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 LTBB 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 (Offender Watch) 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 Offender Watch and the data is sent electronically including a scan of the signed copy to the MSP.
- B.** 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 the Section IX(A)(27) of the LTBB Sex Offender Registration and Notification Statute.
- C.** With regards to residing in a northern border state and the 21 day notification requirement LTBB has recognized this in Section X(A)(27)(c) of the Sex Offender Registration and Notification Statute. There is a treaty in place for sex offenders who want to enter Canada that requires that they apply for permission(s) to enter their provinces. If the sex offender works or has family in Canada the 21 day notification requirement is waived provided that the sex offender has notified the LTBB Law Enforcement on their initial registration form or on a change of information form. For all other 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) (see page 23) and the MSOR (Offender Watch)/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.

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	
I. Offender Information					
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	
II. Residence Information					
Address		City	State	ZIP Code	Start Date
III. Incarceration(s)					
(1) Facility Name		Incarceration Start Date	Incarceration End Date		Total Days Incarcerated
Address		City		State	ZIP Code
IV. Contact Information					
(1) Telephone Number	Phone Type	(3) Email/Internet		Type	Service Provider
(2) Telephone Number	Phone Type	(4) Email/Internet		Type	Service Provider
V. Alias(es)					
List All Aliases					
VI. Scars/Marks/Tattoos (SMT)					
(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
VII. Employment Information					
Employer Name	Employer Address		County	Volunteer <input type="checkbox"/> YES <input type="checkbox"/> NO	Start Date
VIII. Campus/Educational Institution Information					
Campus Name	Campus Address		County	Start Date	

Registration Number:

IX. Vehicle(s)							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
X. Mobile Home(s)							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
XI. Boat(s)							
Make	Model	Style	Color	Year	License	State VIN	Location Kept
XII. Aircraft(s)							
Make	Style	Color	Year	License	Serial Number	Location Kept	
XIII. Offense Information							
Offense Date	Crime Code and Description	Counts	Victim Age	Conv. State	Conv. Date	Case Number	
Offense Details							
Offense Details							
Offense Details							
Offense Details							
XIV. Registration Fee							
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:
 - a. 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)
 - b. My social security number and any social security numbers or alleged security number that I have previously used. MCL 28.727(1)(b)
 - c. My date of birth and any alleged dates of birth that I have previously used. MCL 28.727(1)(c)
 - d. 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)
 - a. 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)
 - f. 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)
 - g. 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)
 - h. All telephone numbers registered to me or that I routinely use. MCL 28.727(1)(h)
 - i. 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)
 - j. 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)
 - k. My passport and all other immigration documents that I may have. MCL 28.727(1)(l)
 - 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:
 - a. 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)
 - b. The name and address of my employer upon obtaining, changing, or discontinuing employment, including volunteer work. MCL 28.725(1)(b)
 - c. The name and location of the school upon enrolling or discontinuing enrollment at an institution of higher learning. MCL 28.725(1)(c)
 - d. My new name upon changing my name. MCL 28.725(1)(d)
 - e. 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)
 - f. 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)
 - g. 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)
 - h. 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) (c)
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:

Please send to IOD.NSOTC@usdoj.gov
With Subject : Sex Offender Travel Notification

V1.0 (Feb 2012)

VII. Verification and Appearance Requirements

- A.** According to the LTBB Sex Offender Registration and Notification Statute, Section VI(B) all sex offenders must appear in-person to ensure that all reporting requirements are current. The intervals and duration for each Tier is as follows:
1. Tier I Offenders must register once a year for 15 years.
 2. Tier II Offenders must register every 6 months for 25 years.
 3. Tier III Offenders must register every 3 months for life.
- B.** 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 (Offender Watch)/NCIC.

VII. Failure to Appear for Registration and Absconded Offenders

- A.** 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.
- B.** 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.
- C.** In the event an officer receives information that a sex offender has absconded. LTBB 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 (Offender Watch) 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 Absconion Notification Letter (see page 25)., and the letter will
 4. Notify the U.S. Marshals Service and the Federal Bureau of Investigation.



Little Traverse Bay Bands of Odawa Indians
Law Enforcement
7500 Odawa Circle
Harbor Springs, Michigan 49740
Phone: (231) 242-1500 • Fax: (231) 242-1510

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 Traverse Bay Bands of Odawa 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 LTBB 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 LTBB Law Enforcement immediately at the address and phone number indicated on this letterhead.

Sincerely,

Registering Officer Signs Here

IX. Change of Jurisdiction

- A.** 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 (see page 27) 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 (Offender Watch)/NCIC.

- B.** When relocating to LTBB 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 (Offender Watch)/NCIC.



Little Traverse Bay Bands Of Odawa Indians
 Law Enforcement
 7500 Odawa Circle
 Harbor Springs, Michigan 49740
 Phone: (231) 242-1500 • Fax: (231) 242-1510

NOTICE OF UPDATED INFORMATION

TO: *New/Other Jurisdiction*
Insert address

FROM: *LTBB 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 Information:	_____	Actual	
Anticipated Date:	_____	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 _____.

X. 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). See page 29.

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(1D)(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		SCR Violation Type(s) <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	
City		Last Reported Address, if Address Change Violation:	
State	ZIP Code		
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		STATE POLICE WORK UNIT USE ONLY	
Name of Person to Receive Records		Official Receiving Request	
Street Address		Date Received	Date Completed
City		ACTION TAKEN: <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

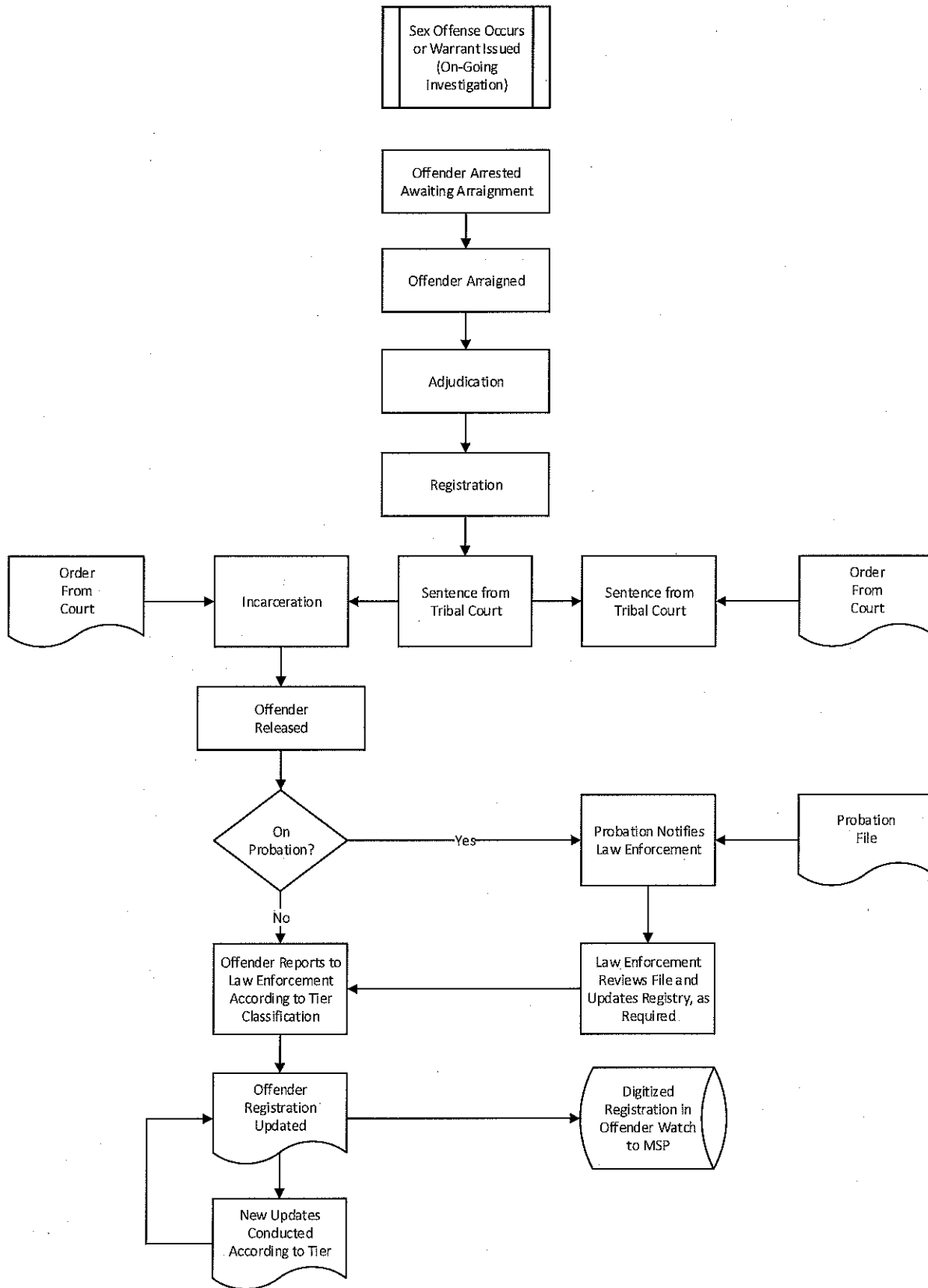
Please allow five business days from receipt of request for processing.

AUTHORITY: 1994 PA 295
COMPLIANCE: Mandatory

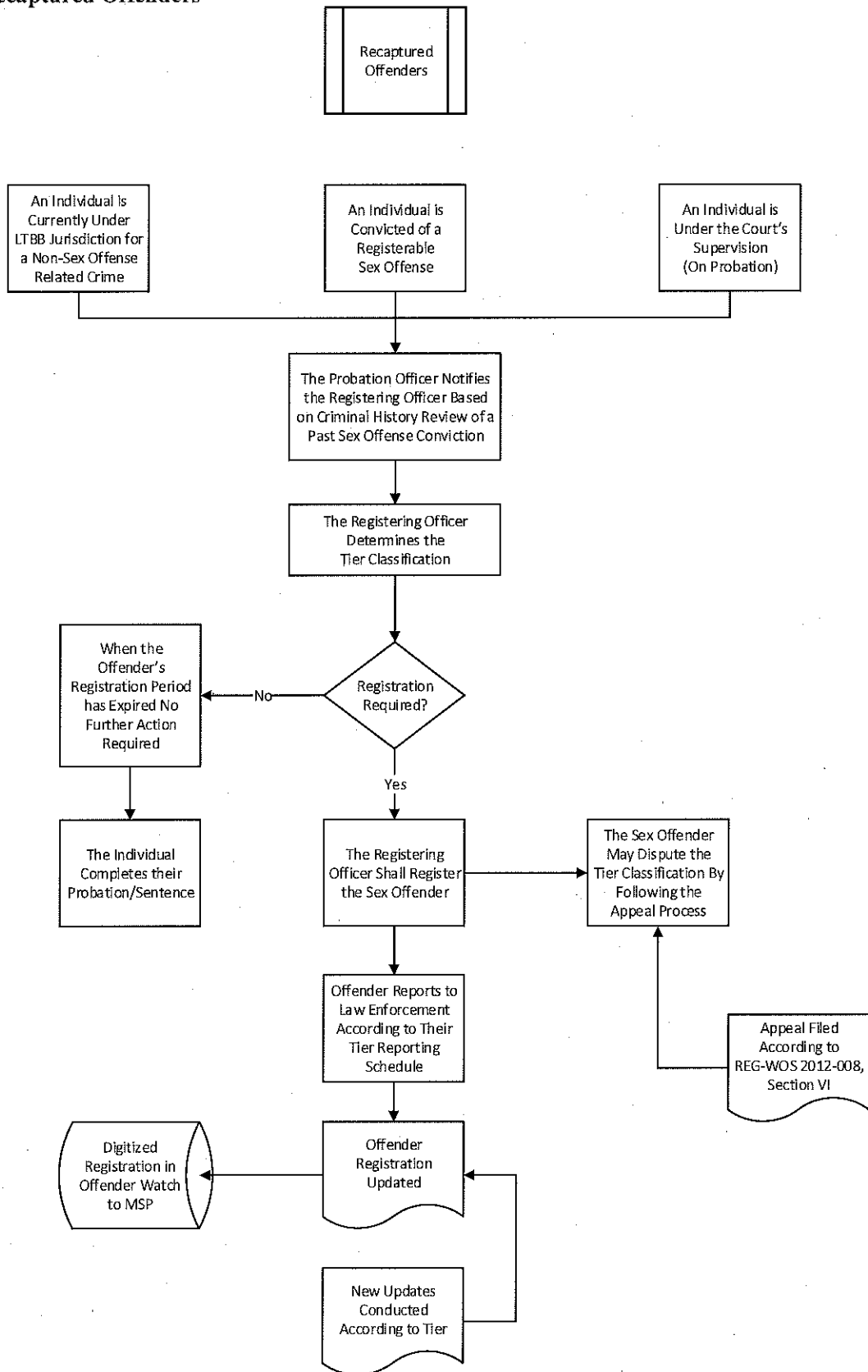
XI. LTBB SORNS FLOWCHARTS

In an effort to make the processes for registering Sex Offenders under various circumstances clear and concise the LTBB SORNS Team has generated the following flowcharts. See Flowcharts on the following pages 31-35.

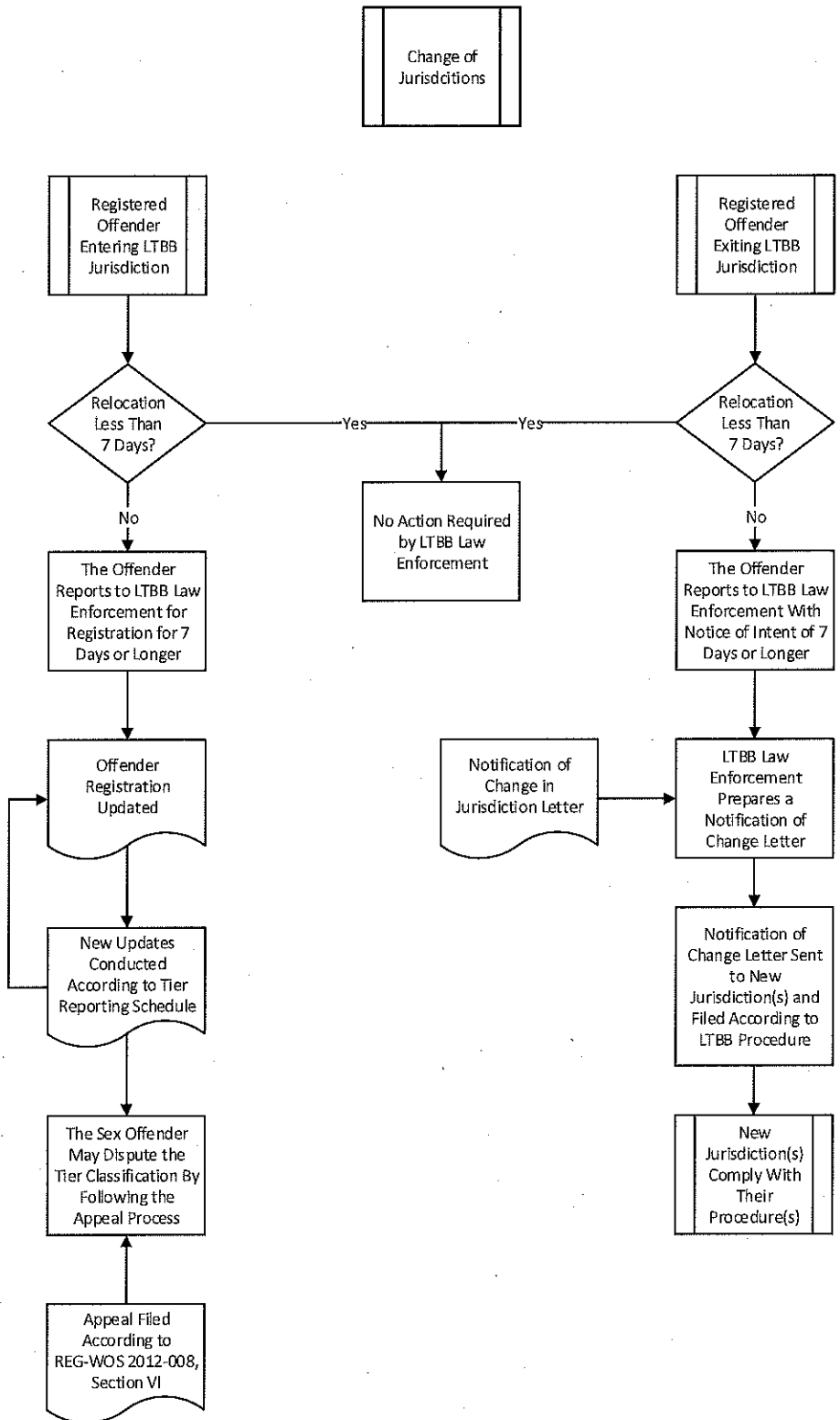
A. Sex Offense Occurs or Warrant Issued (On-Going Investigation)



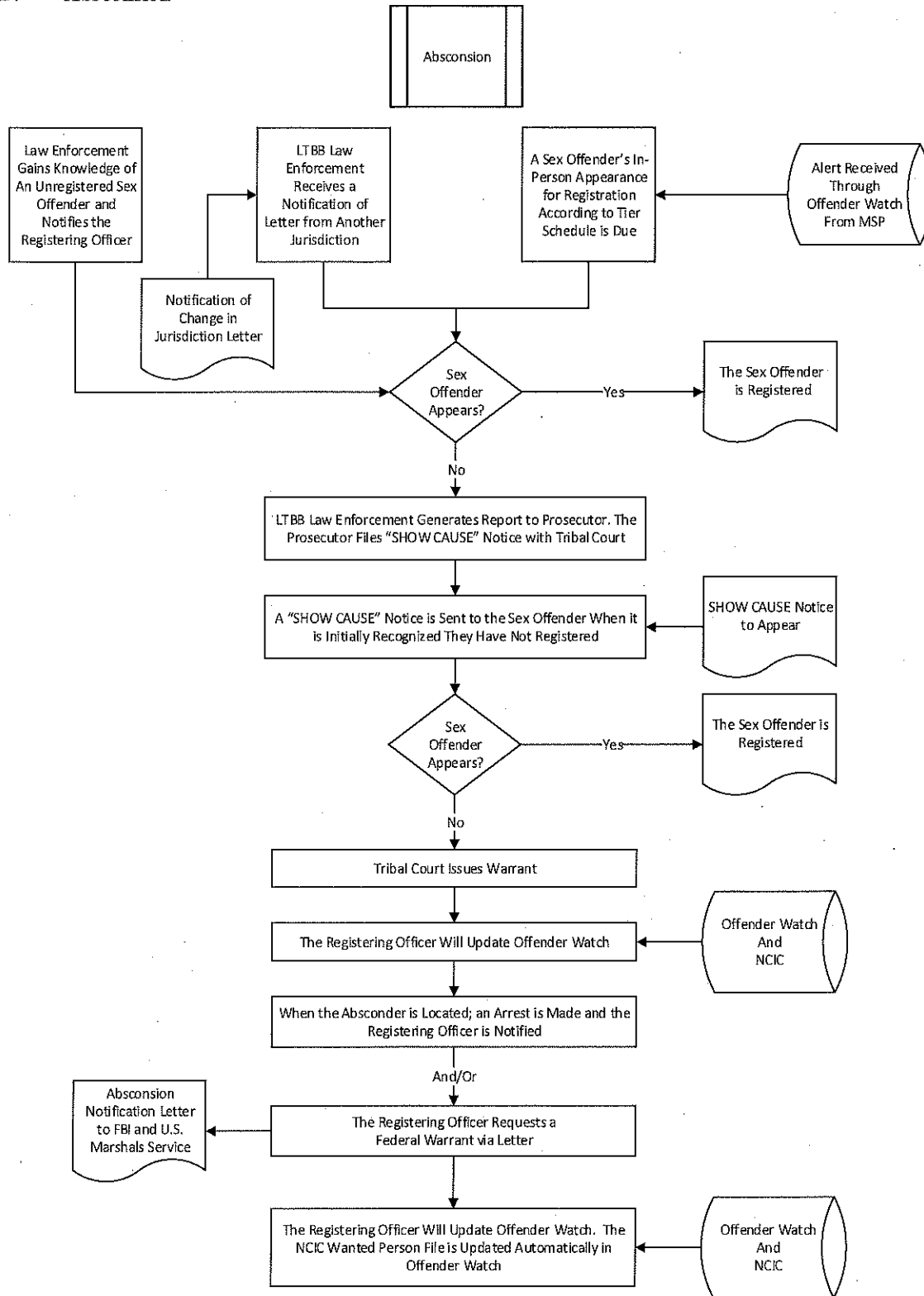
B. Recaptured Offenders



C. Change of Jurisdictions



D. Absconson



LTBB SORNS Flowcharts, Re-created 11/4/16, 4 of 4

CERTIFICATION

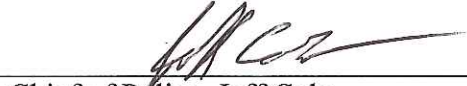
As Direct Services Administrator and Chief of Police, this certifies that we approve these Law Enforcement Sex Offenders Registration Procedures.

Date: 4/6/2017



Direct Services Administrator, Phil Harmon

Date: 4-7-2017



Chief of Police, Jeff Cobe