



## Michigan Supreme Court

State Court Administrative Office  
Michigan Hall of Justice  
P.O. Box 30048  
Lansing, Michigan 48909  
517-373-0128

Thomas P. Boyd  
State Court Administrator

### MEMORANDUM

DATE: March 23, 2022

TO: Judges  
Court Administrators  
Probate Registers  
County Clerks

FROM: Thomas P. Boyd, State Court Administrator

SUBJECT: List of Authorized Individuals – Personal Identifying Information (PII)

---

The amendments of MCR 1.109 and MCR 8.119 regarding Personal Identifying Information (PII) take effect on April 1, 2022. On December 6, 2021, the Michigan Supreme Court issued the latest order amending MCR 1.109 to establish a process for authorized individuals who may access a party's date of birth contained in court records for the purposes of verifying that particular person's identity, **without** presenting a written consent or stipulation to the court.

To implement this new process, MCR 1.109(D)(9)(b)(v)(B) directs the State Court Administrative Office (SCAO) to maintain a list of authorized individuals ("LAI") who may access a party's date of birth contained in a court record for the purposes of verifying the identity of that particular person without the need to present a stipulation to the court. To be placed on the LAI, individuals must do the following:

1. Identify the entity for which they work.
2. Make an assurance that each time they seek to verify a party's date of birth, it will be in the course of their work and that they or their client have that particular person's written consent.
3. Submit proof of their employer's or hiring entity's current professional liability insurance in effect during the period when an authorized individual will be seeking date of birth information from a court.

Authorized individuals are required to update their assurance with the SCAO every six months and their proof of professional liability insurance each year to remain on the LAI. **Courts must verify the identity of anyone who claims to be an authorized individual by ensuring the name on the individual's state-issued identification matches the name on SCAO's LAI.** MCR 1.109(D)(9)(b)(v)(B)(3). Please note the LAI only applies to authorized individuals who are verifying date of birth information – it does *not* authorize access to other types of protected personal identifying information, including social security numbers, driver's license numbers or state-issued personal identification card numbers, passport numbers, or financial account numbers.

Individuals seeking to be placed on the LAI may apply for placement [online](#). SCAO staff will review each application, and if compliant with the requirements of MCR 1.109, place individuals on the LAI. The LAI is publicly available on the [One Court of Justice website](#) and identifies each authorized individual's full name, employer/hiring entity, email address, and the expiration date of their assurance and proof of professional liability insurance. Authorized individuals will be added and removed from the LAI in real time, so please consult the webpage each time you verify the identity of an authorized individual. Downloading or printing the LAI may not reflect updated information.

Thank you for your continued dedication and efforts to protect personal identifying information. For additional information, please visit SCAO's [Protecting Personal Identifying Information webpage](#) to access recorded presentations, flowcharts, handouts, amended forms, and other helpful PII resources.