



ICHAT Internet Criminal History Access Tool
Michigan State Police

Michigan.gov

 The Official State
of Michigan Website

Welcome to **ICHAT**

The Michigan State Police Internet
Criminal History Access Tool



ICHAT

is the only public resource
for non-fingerprint-based
Michigan criminal history
background checks.



This tutorial is designed for PS&I (private security guard and burglar alarm) companies.

There are other tutorials specially designed for both the general public and for government agencies, schools, churches, and charities.



ICHAT reports **DO NOT** display suppressed records or criminal history information from other state or federal government agencies. You will receive an indicator of possible warrants, not necessarily actual warrants.



To register in ICHAT with a private security guard and burglar alarm company please submit a request on official letterhead with: the name, address, and phone number of the organization; the name, address, and phone number of the agency; the name and e-mail address of a contact person; the number of additional users; the estimated number of warrant searches per year; the company's federal tax ID number; and your PS&I license number.

You may send the request by mail, fax, or email to
ICHAT Help Desk
Michigan State Police
Criminal Justice Information Center
P. O. Box 30634
Lansing, Michigan 48909
Tel. 517-241-0606
Fax 517-241-0866
email: MSP-CRD-ICHATHELP@michigan.gov



Background Search

ICHAT - Home



Search Res

View Fee Ch

My Account

Shopping C

How to ICHAT

click for tutorials

To begin, you must click **Register**.

...ws the search of public records contained in the Michigan Criminal History ...al Justice Information Center. All felonies and serious misdemeanors that ...orted to the state repository by law enforcement agencies, prosecutors, ...available through ICHAT. Also not included are federal records, tribal ...rch for a record that may be in another state requires that that you ...imum, the full name of the person and his/her date of birth is required. A ...ory Access Tool (ICHAT), please select "Register"; otherwise select "Login"

ICHAT accepts MasterCard, Visa, and Discover cards:



To access the Michigan Public Sex Offender Registry, click the following link: <http://mipsor.state.mi.us>

You **cannot** register until you receive an email from the Michigan State Police with your agency code.

- [Background Search](#)
- [Search Results](#)
- [View Fee Charges](#)
- [My Account](#)

Registration A A

An * indicates required fields.
Helpful information about a particular field can be viewed by moving the mouse over the  image next to the field.

- * Logon ID (E-Mail Address) 
- * Password 
- * Confirm Password
- * Security Question
- * Security Answer
- * First Name
- Middle Name
- * Last Name
- * Address Line 1
- Address Line 2
- * City
- * State
- * Zip 
- * Country
- Daytime Phone 

Only government, non-profit charitable agencies and PS&I firms must complete the Agency Code Details of this Registration page. Letters in the Agency Code must be uppercase. If you do not have an Agency Code, contact MSP at cjicacchelp@michigan.gov

- * Do you represent a government or non-profit agency or a PS&I firm? No Yes
- Agency Code 

Complete all the fields marked with an asterisk.



Registration

An * indicates required fields.

Helpful information about a particular field can be viewed by moving the mouse over the ? image next to the field.

* Logon ID (E-Mail Address)

* Password

* Confirm Password

* Security Question

* Security Answer

* First Name

Middle Name

* Last Name

* Address Line 1

Address Line 2

* City

* State

* Zip

* Country

Daytime Phone

Registration form fields with red arrows pointing to question mark icons:

- Logon ID (E-Mail Address) [?]
- Password [?]
- Confirm Password
- Security Question: What city were you born in? [?]
- Security Answer
- First Name
- Middle Name
- Last Name
- Address Line 1
- Address Line 2
- City
- State: Michigan [?]
- Zip [?]
- Country: United States [?]
- Daytime Phone [?]

Only government, non-profit charitable agencies and PS&I firms must complete the Agency Code Details of this Registration page. Letters in the Agency Code must be uppercase. If you do not have an Agency Code, contact MSP at cjicacchelp@michigan.gov

* Do you represent a government or non-profit agency or a PS&I firm?

No Yes

Agency Code

Agency Code field with [?]

Save Cancel

If you are not sure what information to enter for a field, click on the question mark.



Passwords must be six to twelve characters long and contain at least one letter, one number, and one special character (~`!@#\$%^&*()_ \-+=<>,.?/).

Example: abc@123
#1pass



PS&I (private security guard and burglar alarm) companies **must** enter their ICHAT PS&I code in the agency code field.



[Michigan.gov Home](#)

[ICHAT Home](#)

[MSP home](#)

[Sitemap](#)

[FAQs](#)

[Contact Us](#)

[Register](#)

[Login](#)

[Help](#)

- [Background Search](#)
- [Search Results](#)
- [View Fee Charges](#)

Registration

An * indicates required fields.

Helpful information about a particular field can be viewed by moving the mouse over the  image next to the field.

* Logon ID (E-Mail Address) 

* Password 

* Confirm Password

* Security Question

* Security Answer

* First Name

Middle Name

* Last Name

* Address Line 1

Address Line 2

* City

* State

* Zip 

* Country

Daytime Phone 



Only government, non-profit charitable agencies and PS&I firms must complete the Agency Code Details of this Registration page. Letters in the Agency Code must be uppercase. If you do not have an Agency Code, contact MSP at cjicaccthelp@michigan.gov

* Do you represent a government or non-profit agency or a PS&I firm? No Yes

Agency Code 

When you have completed entering the necessary information, click **Save**.



- [Background Search](#)
- [Search Results](#)
- [View Fee Charges](#)
- [My Account](#)
- [Shopping Cart](#)
- [How to Use ICHAT](#)
click for tutorial

ICHAT - Home A A

Page contains messages:

An activation link has been sent to your e-mail. Please be sure to check your junk mail folder as some e-mail programs recognize this e-mail as such. After you have activated your account, you will be fully registered to use ICHAT. Thank you for registering.

The Internet Criminal History Access Tool (ICHAT) allows the search of public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.

Suppressed records and warrant information are not available through ICHAT. Also not included are federal records, tribal records, and criminal history from other states. A search for a record that may be in another state requires that that you correspond with that state directly.

An activation link will be sent to your email five minutes after completing the registration process. You must activate your account to access ICHAT.



[Michigan.gov Home](#)

[ICHAT Home](#)

[MSP home](#)

[Sitemap](#)

[FAQs](#)

[Contact Us](#)

[Register](#)

[Login](#)

[Help](#)

[Background Search](#)

Activate Account



[Search Results](#)

Page contains messages:

User Account is not activated. You must activate the account to continue. If you did not receive the activation e-mail, send an e-mail from the address you used as your logon ID to MSP-CRD-ICHATHELP@michigan.gov with the subject "ICHAT Activation".

[View Fee Charges](#)

[My Account](#)

An * indicates required fields.

* Logon ID:



[Shopping Cart](#)



If you attempt to login without activating your account, you will receive an error message.



After your company's ICHAT contact person has registered in the ICHAT system with your PS&I Agency Code, send an e-mail to MSP-CRD-ICHATHELP@michigan.gov so they can be upgraded to "Agency Administrator".



[Michigan.gov Home](#)

[ICHAT Home](#)

[MSP home](#)

[Sitemap](#)

[FAQs](#)

[Contact Us](#)

[Register](#)

[Login](#)

[Help](#)

Background Search

ICHAT - Home

Search Results

The Internet Criminal History Access Tool (ICHAT) allows the search of public records contained in the Michigan Criminal History Record maintained by the Michigan State Police, Criminal Justice Information Center. All felonies and serious misdemeanors that are punishable by over 93 days are required to be reported to the state repository by law enforcement agencies, prosecutors, and courts in all 83 Michigan counties.

View Fee Charges

My Account

Suppressed records and warrant information are not available through ICHAT. Also not included are federal records, tribal states. A search for a record that may be in another state requires that that you

ICHAT. At a minimum, the full name of the person and his/her date of birth is required. A

net Criminal History Access Tool (ICHAT), please select "Register"; otherwise select "Login"



nder Registry, click the following link: <http://www.mipsor.state.mi.us>

Once you are registered, you will just need to click **Login** to enter ICHAT.





- [Background Search](#)
- [Search Results](#)
- [View Fee Charges](#)
- [My Account](#)
- [Shopping Cart](#)

Login

To access this page you are required to sign in to the ICHAT:

Sign In to ICHAT

E-mail address:

Password:

[Forgot your password?](#)

Don't have an ICHAT Account?

Register to create an ICHAT Account.

Login in with your e-mail address and the password you created when you registered. Although ICHAT displays what you will type in ALL CAPS, **do not** use the “Shift” or “Caps Lock” buttons except to enter special characters.



[Background Search](#)

[Search Results](#)

[View Fee Charges](#)

[My Account](#)

[Reports](#)

[Administration](#)

[Shopping Cart](#)

**How to Use
ICHAT**
click for tutorials

ICHAT - Home

Things to Remember about ICHAT:

- ICHAT search results are available to view and print online immediately once payment is approved. The results are available that day and for the next seven days; after the seventh day they will be deleted. The results are NOT mailed.
- **Just because the search is completed does not mean a criminal record was or was not located.**
- **ICHAT reports may not be accepted by all organizations. Check with the agency requiring the background check before paying for an ICHAT search.**
- **Social security numbers and driver's license numbers are not used. Many users were confused by how those items affected the search process.**
- **Users will now have to verify their data is correct before submitting it. If a user submits inaccurate data (such as a duplicate search, a misspelled name or wrong gender) they should correct it before checking out of the shopping cart.**
- **If you are not sure how the ICHAT searches work, please check the explanations below.**

The criminal history record contains public Michigan arrest, charge, conviction, and sentence information. The ICHAT system ONLY provides criminal history records that are available to the general public due to State of Michigan privacy policy. For information on what criminal records will and will not be released through ICHAT, please click on the **Information Reliability** feature below.

[Information Reliability](#)

[Name Matching Issues](#)

[Record Challenge](#)

[How to Perform a Search](#)

[Exiting](#)

Perform Health Check

For general ICHAT information click on the links that are on the middle of the home page.



[Michigan.gov Home](#)

[ICHAT Home](#)

[MSP home](#)

[Sitemap](#)

[FAQs](#)

[Contact Us](#)

[Logout](#)

[Background](#)

[Search Res](#)

[View Fee Charges](#)

[My Account](#)

[Reports](#)

[Administration](#)

[Shopping Cart](#)

How to Use
ICHAT
click for tutorials

ICHAT - Home

Things to Remember about ICHAT

- ICHAT search results are available to view and print online immediately once payment is approved. The results are available that day and for the next seven days; after the seventh day they will be deleted. The results are NOT mailed.
- **Just because the search is completed does not mean a criminal record was or was not located.**
- **ICHAT reports may not be accepted by all organizations. Check with the agency requiring the background check before paying for an ICHAT search.**
- **Social security numbers and driver's license numbers are not used. Many users were confused by how those items affected the search process.**
- **Users will now have to verify their data is correct before submitting it. If a user submits inaccurate data (such as a duplicate search, a misspelled name or wrong gender) they should correct it before checking out of the shopping cart.**
- **If you are not sure how the ICHAT searches work, please check the explanations below.**

The criminal history record contains public Michigan arrest, charge, conviction, and sentencing information. The ICHAT system provides access to criminal history records that are available to the public. For information on how to use ICHAT, please click on the

There are other features that can be accessed from any page in ICHAT.

[Info](#)

[Name](#)

[Rec](#)

[How](#)

[Exiting](#)

Perform Health Check



Background Search

ICHAT - Home



[Search Results](#)

[View Fee Charges](#)

[My Account](#)

[Shopping Cart](#)

How to Use ICHAT

click for tutorial

The criminal history record contains public Michigan arrest, charge, conviction, and sentence information.

[Information Reliability](#)

[Name Matching Issues](#)

[Record Challenge](#)

[How to Perform a Search](#)

[Exiting](#)

To begin a criminal history search, click on **Background Search.**

Complete all the fields marked with an asterisk.

ICHAT Background Search - Search

If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or the search was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and click "submit".

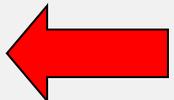
THIS SEARCH IS FOR STATE OF MICHIGAN RECORDS ONLY

THIS SEARCH IS TO BE USED FOR PRE-EMPLOYMENT BACKGROUND CHECK BY LICENSED PS&I AGENCY

An * indicates required fields.

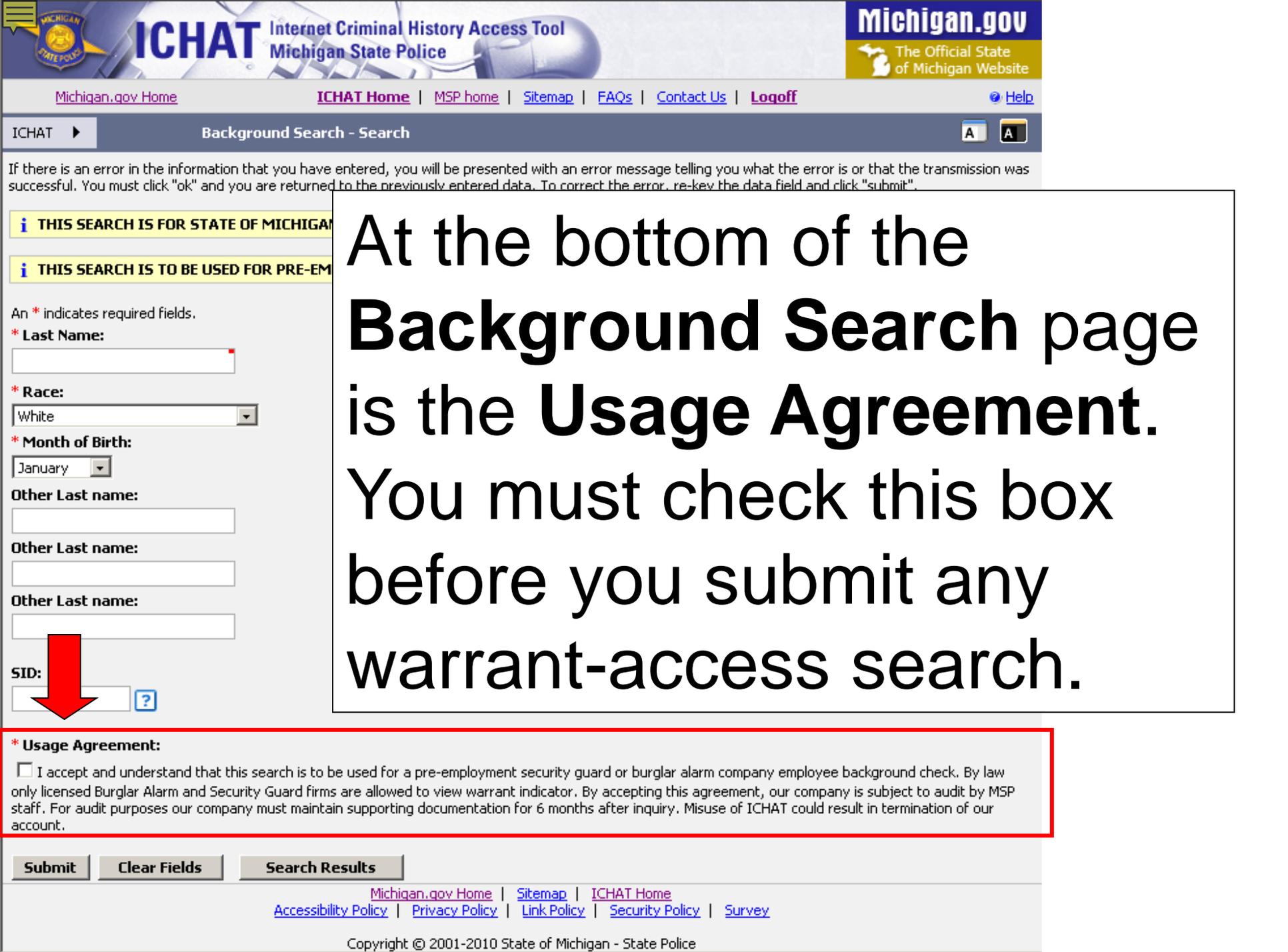
* Last Name: <input type="text"/>	* First Name: <input type="text"/>	Mid <input type="text"/>
* Race: White	* Sex: Male	* Ye <input type="text"/>
* Month of Birth: January	* Day of Birth: 01	
Other Last name: <input type="text"/>	Other First name: <input type="text"/>	
Other Last name: <input type="text"/>	Other First name: <input type="text"/>	
Other Last name: <input type="text"/>	Other First name: <input type="text"/>	

SID:
 ?



The SID field is for criminal record numbers only and is not required.

*** Usage Agreement:**
 I accept and understand that this search is to be used for a pre-employment security guard or burglar alarm company only licensed Burglar Alarm and Security Guard firms are allowed to view warrant indicator. By accepting this agreement, you agree that your company must maintain supporting documentation for 6 months after inquiry. Misuse of this account.



If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or that the transmission was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and click "submit".

THIS SEARCH IS FOR STATE OF MICHIGAN

THIS SEARCH IS TO BE USED FOR PRE-EMP

An * indicates required fields.
* Last Name:
* Race:
* Month of Birth:
Other Last name:
Other Last name:
Other Last name:
SID: ?

At the bottom of the **Background Search** page is the **Usage Agreement**. You must check this box before you submit any warrant-access search.

*** Usage Agreement:**
 I accept and understand that this search is to be used for a pre-employment security guard or burglar alarm company employee background check. By law only licensed Burglar Alarm and Security Guard firms are allowed to view warrant indicator. By accepting this agreement, our company is subject to audit by MSP staff. For audit purposes our company must maintain supporting documentation for 6 months after inquiry. Misuse of ICHAT could result in termination of our account.

[Submit](#) [Clear Fields](#) [Search Results](#)



ICHAT Background Search - Search

If there is an error in the information that you have entered, you will be notified. You must click "ok" and you are returned to the previously displayed screen.

THIS SEARCH IS FOR STATE OF MICHIGAN RECORDS ONLY

THIS SEARCH IS TO BE USED FOR PRE-EMPLOYMENT BACKGROUND CHECKS ONLY

An * indicates required fields.

* Last Name: [text input field]

* Race: [dropdown menu with 'White' selected]

* Month of Birth: [dropdown menu with 'January' selected]

Other Last name: [text input field]

Other Last name: [text input field]

Other Last name: [text input field]

SID: [text input field]

* Usage Agreement: [checkbox] I accept and understand that this search is for pre-employment background check purposes only. I understand that this search is for pre-employment background check purposes only. I understand that this search is for pre-employment background check purposes only.

Submit Clear Fields

After you are finished entering the data on the person whom you are searching, click **Submit**.

If you hit the **Enter** key on your keyboard, the information you enter will be automatically submitted, even if you are not finished entering the data.



ICHAT

Background Search - Search



If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or that the transmission was successful. You must click "ok" and you are returned to the previously entered data. To correct the error, re-key the data field and click "submit".

THIS SEARCH IS FOR STATE OF MICHIGAN RECORDS ONLY

BACKGROUND CHECK BY LICENSED PS&I AGENCY

Name:

Middle Initial:

Birth:



* Year of Birth:

First name:

Other Middle Initial:

Second name:

Other Middle Initial:

Third name:

Other Middle Initial:

Your Order

JANE DOE

Race: White
Sex: Female
DOB: 1/1/1931

JOHN DOE

Race: White
Sex: Male
DOB: 1/1/1930

Item(s): 2

Total: \$30.00

Checkout

When you have completed your searches, you must pay for them before you can view the responses, so click **Checkout.**

employment security guard or burglar alarm company
Security Guard firms are allowed to view warrant indicator. By staff. For audit purposes our company must maintain supporting

documentation for 6 months after inquiry. Misuse of ICHAT could result in termination of our account.

Submit

Clear Fields

Search Results





[Michigan.gov Home](#)

[ICHAT Home](#)

[MSP home](#)

[Sitemap](#)

[FAQs](#)

[Contact Us](#)

[Logoff](#)

[Help](#)

[Background Search](#)

Shopping Cart



[Search Results](#)

The following is the list of items in your shopping cart:

[View Fee Charges](#)

[My Account](#)

[Shopping Cart](#)

[How to Use](#)

<input type="checkbox"/>	Description	Created Date	Price	Commands
<input type="checkbox"/>	JANE DOE (REGULAR WARRANT SEARCH) Race: White Sex: Female DOB: 1/1/1931	5/17/2010 4:04:58 PM	\$15.00	X
<input type="checkbox"/>	JOHN DOE (REGULAR WARRANT SEARCH) Race: White Sex: Male DOB: 1/1/1930	5/17/2010 4:04:22 PM	\$15.00	X

Total: \$30.00

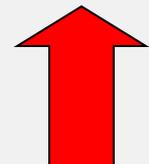
Delete Items

Continue Shopping

Check Out

Delete any searches you do not wish to pay for now, then click **Check Out** when you are ready to pay for the searches.

shopping cart page.





[Michigan.gov Home](#)

[ICHAT Home](#)

[Sitemap](#)

[FAQs](#)

[Contact Us](#)

[Logoff](#)

[Help](#)

Background Search

View 7 day summary

View Fee Charges

My Account

Shopping Cart

How to Use ICHAT

click for tutorials

Billing Addresses - List

Steps: 1. Billing Address 2. Place Your Order 3. Order Complete

Choose a billing address:

JOHN SMITH
123 OAKDALE BLVD
MACKINAW CITY, MI 49701
USA

Select or create the address you wish to use, then click **Next**.



[Michigan.gov Home](#)

- [Background Search](#)
- [View 7 day summary](#)
- [View Fee Charges](#)
- [My Account](#)
- [Shopping Cart](#)

How to Use ICHAT
click for tutorials

Check Out

Steps: 1. Billing Address

Enter the credit card information

Description
JANE DOE (REGULAR) Race: White Sex: Female
JOHN DOE (REGULAR) Race: White Sex: Male

Billing Address:

Safe shopping at Michigan
At MSP we use the industry standard
information you enter online is

- * Credit Card Number:
- * Credit Card Number:
- * Expiration Date:
- * CVV:

?

December 2006

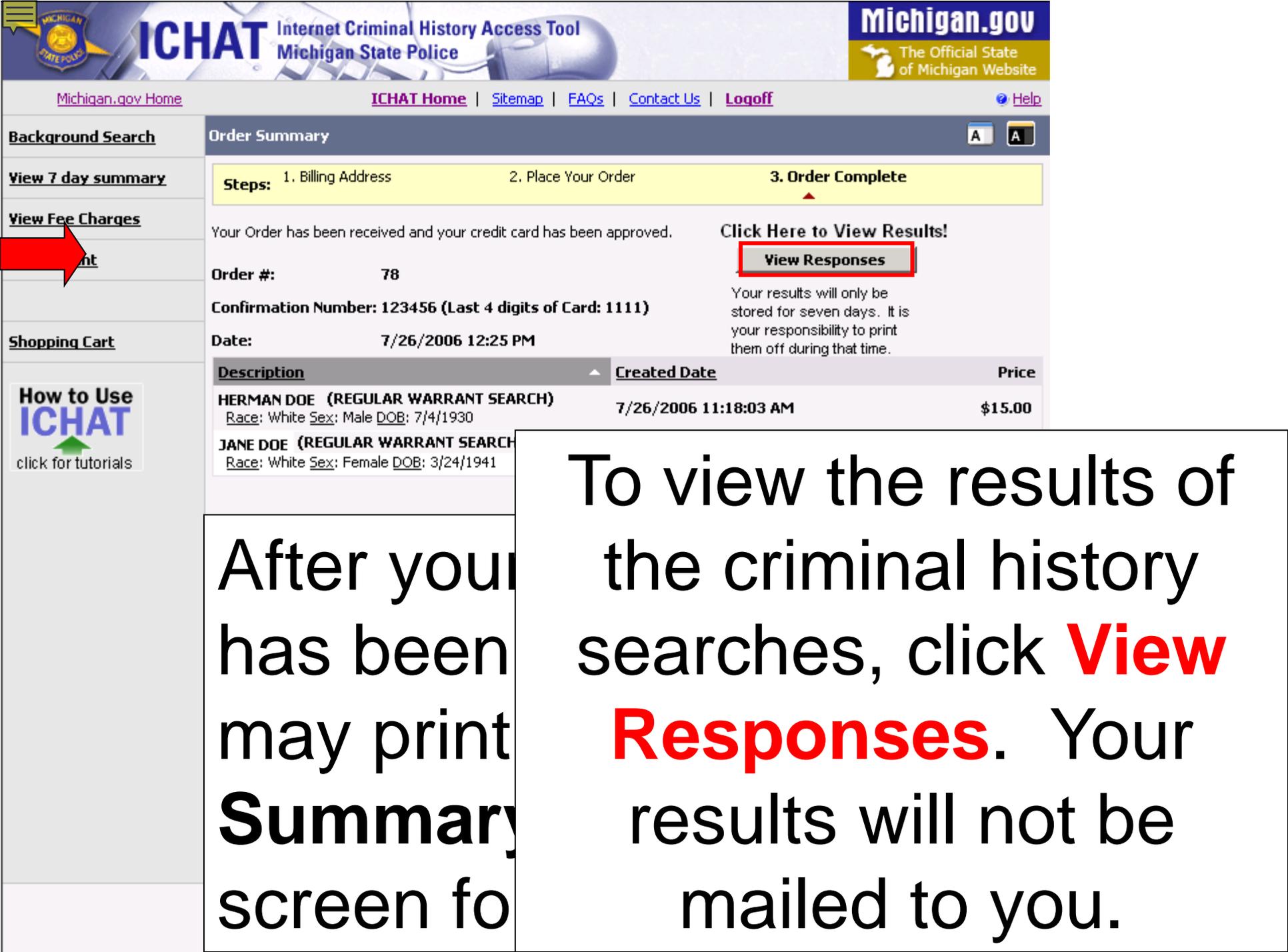
?

[Previous](#) [Order Now](#)

ICHAT accepts all MasterCard, Visa, and Discover cards, whether it is a standard credit, prepaid credit, or debit card.



Date, and CVV items, click **Order Now.**



Background Search

[View 7 day summary](#)

[View Fee Charges](#)

[Print](#)

[Shopping Cart](#)

**How to Use
ICCHAT**

click for tutorials

Order Summary

Steps: 1. Billing Address 2. Place Your Order 3. Order Complete

Your Order has been received and your credit card has been approved.

Click Here to View Results!

View Responses

Order #: 78

Confirmation Number: 123456 (Last 4 digits of Card: 1111)

Date: 7/26/2006 12:25 PM

Your results will only be stored for seven days. It is your responsibility to print them off during that time.

<u>Description</u>	<u>Created Date</u>	<u>Price</u>
HERMAN DOE (REGULAR WARRANT SEARCH) Race: White Sex: Male DOB: 7/4/1930	7/26/2006 11:18:03 AM	\$15.00
JANE DOE (REGULAR WARRANT SEARCH) Race: White Sex: Female DOB: 3/24/1941		

After your order has been processed, you may print the **Summary** screen for

To view the results of the criminal history searches, click **View Responses**. Your results will not be mailed to you.



ICHAT ▾

Search Results - List



The following searches will be stored for 7 days from the initial search date. After the 7 day period, you will need to conduct another search in order to obtain the search results again. Please print the search results at your earliest convenience.

<u>Date of Search</u>	<u>Last Name</u>	<u>First Name</u>	<u>Order Num</u>	<u>DOB</u>	<u>Race</u>	<u>Sex</u>	Commands
10/26 10:28:03 PM	D					male	View Results
10/26 3:23:47 PM	DO	J	9	0	W	male	View Results

[New Search](#) [View All](#) [0115](#)

The Search Results page
 To view the results for
 You can sort this page
 using any of the
 underlined categories.

Data Searched on:

Last Name	First Name	Middle Initial	DOB	Race	Sex	More Criteria	Warrant Found
DOE	JANE		5/1/1931	White	Female		No

Based on the information provided, the following is a certified result of the search as of 5/24/2010 12:48 PM

A search of Michigan's Criminal History Information System on first name, last name, sex, and date of birth may result in deletions that occur at any time.

[Back to Search Results](#)

Microsoft Internet Explorer

=====

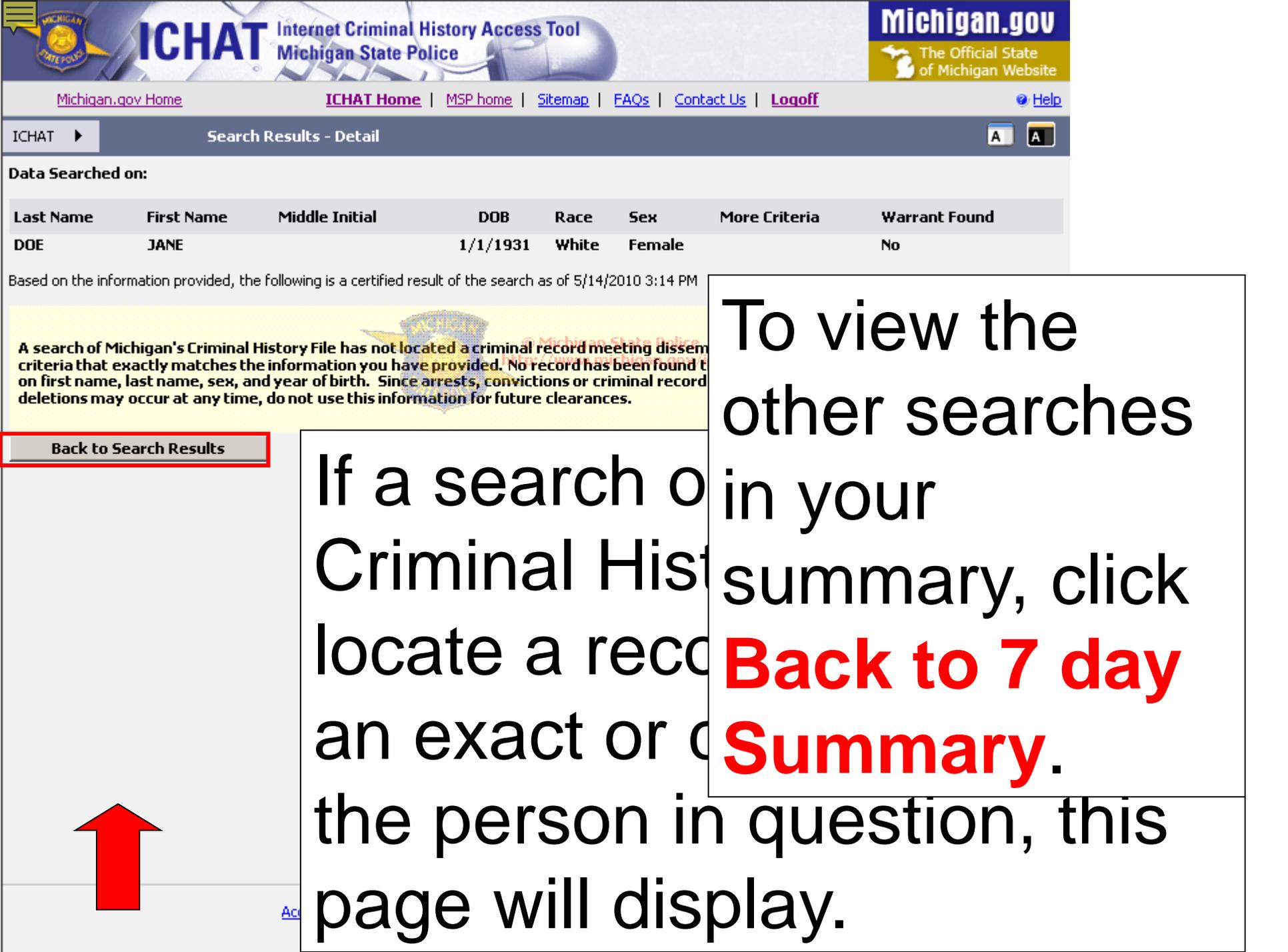
IMPORTANT

=====

The search results provided here may or may not be for the individual requested. Provide the individual with the opportunity to dispute the record. Taking adverse action without providing this opportunity may subject you to liability.

OK

When you click **View Results**, you will receive a pop-up with a disclaimer about the information. After you have finished reading it, click **OK**.



Data Searched on:

Last Name	First Name	Middle Initial	DOB	Race	Sex	More Criteria	Warrant Found
DOE	JANE		1/1/1931	White	Female		No

Based on the information provided, the following is a certified result of the search as of 5/14/2010 3:14 PM

A search of Michigan's Criminal History File has not located a criminal record meeting dissemination criteria that exactly matches the information you have provided. No record has been found to date on first name, last name, sex, and year of birth. Since arrests, convictions or criminal record deletions may occur at any time, do not use this information for future clearances.

[Back to Search Results](#)



To view the other searches

If a search of in your Criminal History summary, click to locate a record. **Back to 7 day Summary.** If you do not locate an exact or close match for the person in question, this page will display.

[Michigan.gov Home](#)

[ICCHAT Home](#)

[MSP home](#)

[Sitemap](#)

[FAQs](#)

[Contact Us](#)

[Logoff](#)

[Help](#)

ICCHAT Search Results - Detail

Data Searched on:

Last Name	First Name	Middle Initial	DOB	Race	Sex	More Criteria	Warrant Found
DOE	JOHN		1/1/1930	White	Male		No

Based on the information provided, the following is a certified result of the search as of 5/14/2010 2:41 PM

A search of Michigan's Criminal History File has not located a criminal record that exactly matches the information you have provided.

However a record has been found that exactly matches on last name, sex, and year of birth and is an exact or similar match on first name and is provided below.

If a search of Michigan's Criminal History File cannot locate a record that exactly matches but is able to find a close match for the person in question, this page will display.

THE RE HAS LI ADVER AND TH INDIVI THIS P FUTUR

L, OF FOR

Data Searched on:

Last Name	First Name	Middle Initial	DOB	Race	Sex	M	Warrant Found
DOE	HERMAN		7/4/1930	White	Male		No

Based on the information provided, the following is a certified result of the search as of 5/14/2010 3:39 PM

[Click Here to open the Printer Friendly Version page!](#)

You will receive a "Yes" or "No" indicator as to whether your person has a POSSIBLE warrant.

THE RECORD RESULTS HAS LIMITATIONS TH ADVERSE ACTION BAS AND THE INDIVIDUAL INDIVIDUAL THE OPP THIS PAGE. SINCE AR FUTURE CLEARANCES.

THE ICHAT SYSTEM AND DO NOT TAKE THIS INDIVIDUAL, OFFER THAT AT THE BOTTOM OF IS INFORMATION FOR

MICHIG FOR SI

NAM:
RAC:
HGT:
EYE:
DLN:
PRN:
CIZ:

If the people involved

to dly

NOTE: The fields that are highlighted do not match exactly what was entered by the user.

MICHIGAN CRIMINAL HISTORY RECORD INFORMATION MEETING DISSEMINATION CRITERIA
FOR SID: 0000497J AS OF 05/24/2010

NAM: DOE, HERMAN DAVID

SID: 0000497J

RAC: W

SEX: M

DOB: 07/04/1930

FBI:

HGT: 509

WGT: 150

HAI: BRO

III: UNKNOWN

EYE: BLU

POB: MI

MNU:

: 998877

AFIS PRINTS AVAILABLE: NO

PALM PRINTS AVAILABLE: NO

PHOTO AVAILABLE: NO

SCAR/MARK/TATTOO:

CRIP R ET

SC L ANKL

SC FACE

ADDITIONAL IDENTIFIERS

8/12/1930

NAM: DOE, JOHN

DOE, HENRY DANIEL

If there is any information in the identifiers that does

It is important not match what was the information entered, it will be criminal record highlighted on the it is in fact you criminal history record.

The charge segment will contain

The judicial e criminal

segme secutor

contain
about t
convict
senten
provide
court.

If you have further questions about reading a criminal record, please view the "How to Read a Criminal History" tutorial.

I
rmation
rest
the
ency.

Procedures for Correcting a Record

The steps for correcting a mistaken or inaccurate record are as follows:

1. Records That Do not Belong to the Individual Whose Name has Been Searched

- If the individual believes that the record does not belong to him or her, the individual should go to the nearest law enforcement agency and request to be fingerprinted on a state applicant fingerprint card for the purposes of "Record Challenge"; call ahead to verify fees and/or service hours. There is no charge for such fingerprinting if it is done at a Michigan State Police post.
- This card should be mailed to the Criminal Records Division with a copy of this record and a letter requesting the Criminal Records Division to verify that the enclosed criminal record does not belong to him/her. There is no fee. The address is:

**Michigan State Police -- CRD
Attn: Record Challenge
P. O. Box 30634
Lansing, MI 48913**

2. Inaccurate Records

- Sometimes records inadvertently contain errors. For example, the nature or date of the conviction might be wrong, or the record might contain a conviction that should have been removed from the record.
- In such cases the individual should obtain certified copies of the court judgment or other documents which show that the information contained on the criminal record is incorrect. If the proof provided is satisfactory, the Michigan State Police will modify the record accordingly. You may send the documents to:

**Michigan State Police -- CRD
Attn: Record Correction
P. O. Box 30634
Lansing, MI 48913**

**At the bottom of every criminal history
provided by ICHAT are
Procedures for Correcting a Record.**

If a possible warrant is indicated, the applicant will need to have a warrant clearance form completed.

RI-135 (03/2014)
MICHIGAN STATE POLICE
Criminal Justice Information Center

SECURITY BACKGROUND CHECK REQUEST

A criminal history background check conducted using the Internet Criminal History Access Tool (ICHAT) indicates the possibility of an outstanding warrant for the person listed below.

Pursuant to MCL 338.1068, a name check is being requested to confirm the existence of any outstanding warrants for this person. A person who has an outstanding warrant may not qualify for employment as a private security guard or as an employee of a burglar alarm company.

Part I: Background Information
Specify the following background information for the person whose name appeared in ICHAT.

Name of individual (First, Middle, Last, Suffix)		Date
Social Security Number	Date of Birth	Driver License or Personal ID Number
Company Name and Address		

LAW ENFORCEMENT AGENCY USE ONLY

Please check your PS&I code instructions for more details.



ICHAT ▶

View Fee Charges - List



Your Fee Charges:

<u>Date of Search</u>	<u>Last Name, First Name, DOB</u>	<u>Order Num</u>	<u>Order Status</u>	<u>Confirmation Num</u>	<u>Search Type</u>	<u>Total Price</u>
7/16/2007 3:57:09 PM	DOE, JOHN, 01/01/1930 DOE, JANE, 02/29/1936	266829	Closed	06082900020166	Regular Warrant Search	\$30.00
2/1/2007 8:57:13 AM	MCGAB, BAGBAG, 02/20/1930	20136	Closed	06082900020150	Regular Warrant Search	\$15.00
1/4/2007 3:48:17 PM	SMITH, BUDDY, 01/01/1950 BRAUN, CHARLOTTE, 01/01/1950	124	Closed	06082900020145	Regular Warrant Search	\$30.00

[View All](#)

Another feature of ICHAT is the **View Fee Charges** page, which lists all ICHAT charges (but not results) since January 2007.



My Account

My Account

[Background Search](#)

Manage Profile:

[Manage Profile](#)

[View 7 day summary](#)

Store and edit your frequently used addresses:

[Manage Addresses](#)

[View Fee Charges](#)

[Shopping Cart](#)

How to Use
ICHAT

click for tutorials

On this page you can choose to change your account profile or add / delete your billing addresses.

Yet another ICHAT feature is the My Account page.



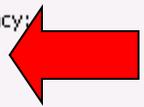
- [My Account](#)
- [Background Search](#)
- [View my summary](#)
- [View Fee Charges](#)
- [Shopping Cart](#)
- [How to Use ICHAT](#)
click for tutorial

My Account A A

Manage Profile:
[Manage Profile](#)

Store and edit your frequently used addresses:
[Manage Addresses](#)

Manage the authorized users of your agency:
[Manage Agency Users](#)



In order for the Agency Administrator to add and delete users from your organization's ICHAT account, they can click on **My Account**, then **Manage Agency Users**.



If you have questions or need additional assistance, you may contact the ICHAT Coordinator at 517-241-0713 or MSP-CRD-ICHATHELP@michigan.gov.