



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.

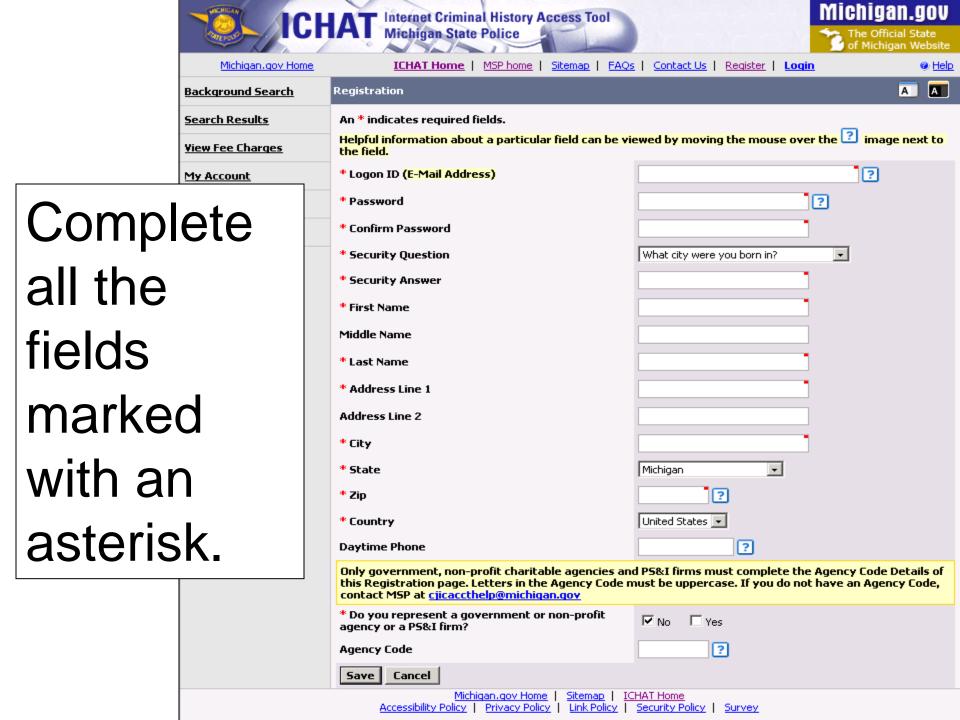
You may send the request by mail, fax, or email to ICHAT Help Desk
Michigan State Police
Criminal Justice Information Center
P. O. Box 30634
Lansing, Michigan 48909
Tel. 517-241-0606

Fax 517-241-0866

email: MSP-CRD-ICHATHELP@michigan.gov



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



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

Registration	A A			
An * indicates required fields.	_			
Helpful information about a particular field can be the field.	riewed by moving the mouse over the 🔃 image next to			
* Logon ID (E-Mail Address)	?			
* Password	7			
* 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 cjicaccthelp@michigan.gov				
* Do you represent a government or non-profit agency or a PS&I firm?	✓ No ☐ Yes			
Agency Code	?			
Save Cancel				
Michigan gov Home I Siteman I	ICHAT Home			





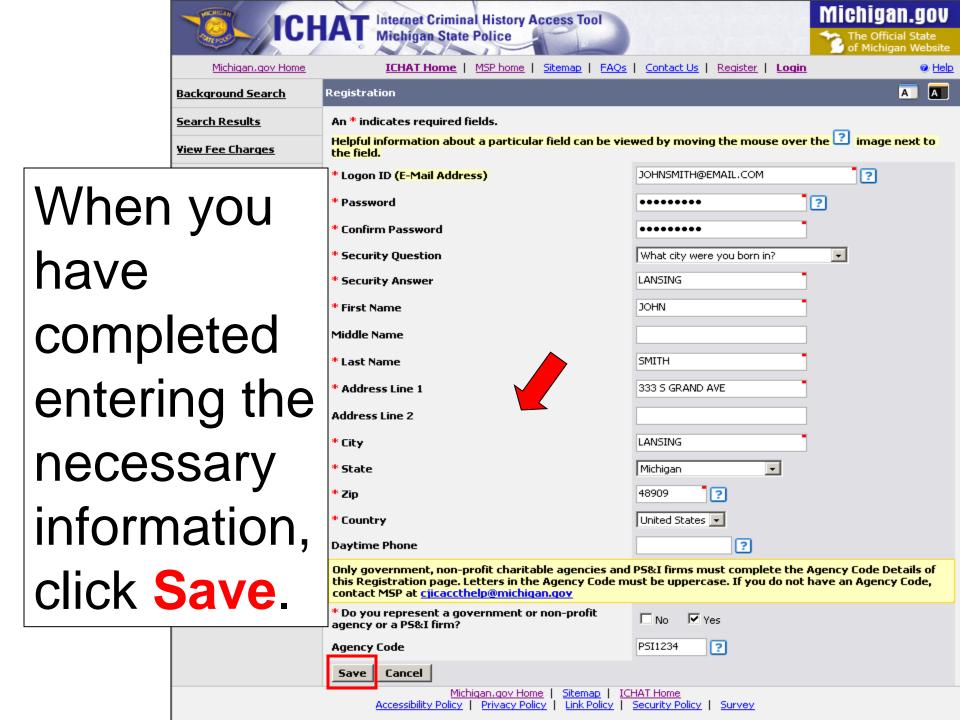
Passwords must be six to twelve characters long and contain at least one letter, one number, and one special character (~`!@#\$%^&*()_\-+=<>,.?/).

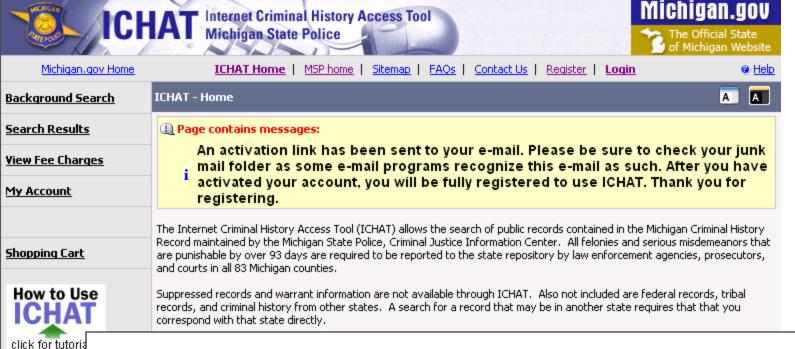
Example: abc@123 #1pass



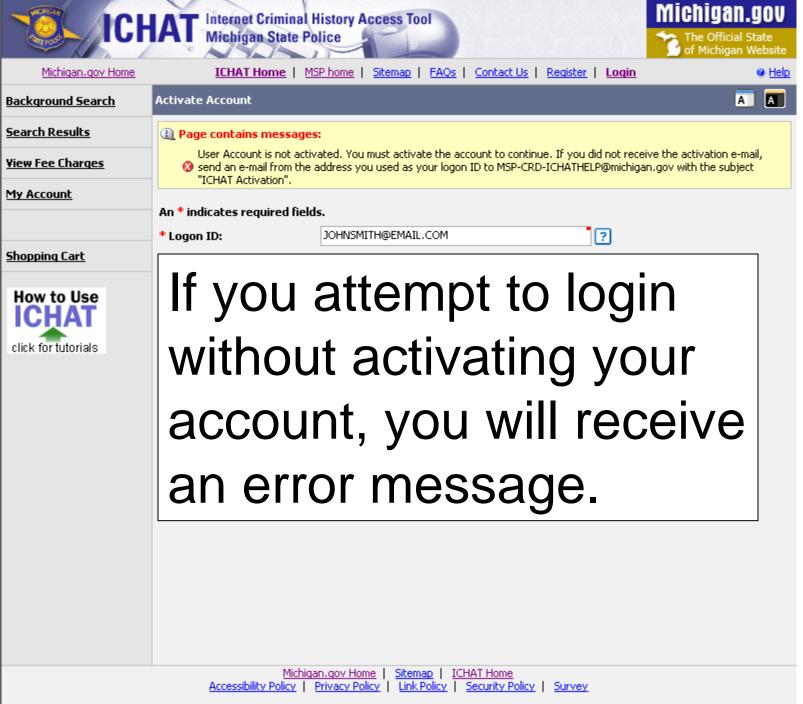


PS&I (private security guard and burglar alarm) companies must enter their ICHAT PS&I code in the agency code field.





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







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".



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

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

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

Discover cards: MasterCard



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





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.



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Background Search

Search Results

My Account

Administration

Reports

View Fee Charges

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 a 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 IC
- Social security numbers and driver's license numbers are not used. Many users were confused by how those items affected the search
- 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.

Shopping Cart

How to Use click for tutorials 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 or 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

Perform Health Check

How to Perform a Search

Exiting

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

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For information or se click on the



My Account

Reports

Administration

Shopping Cart



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ICHAT - Home Things to Rememb out IC

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If you are not sure how the ICHAT searches work, please check the explanations below.

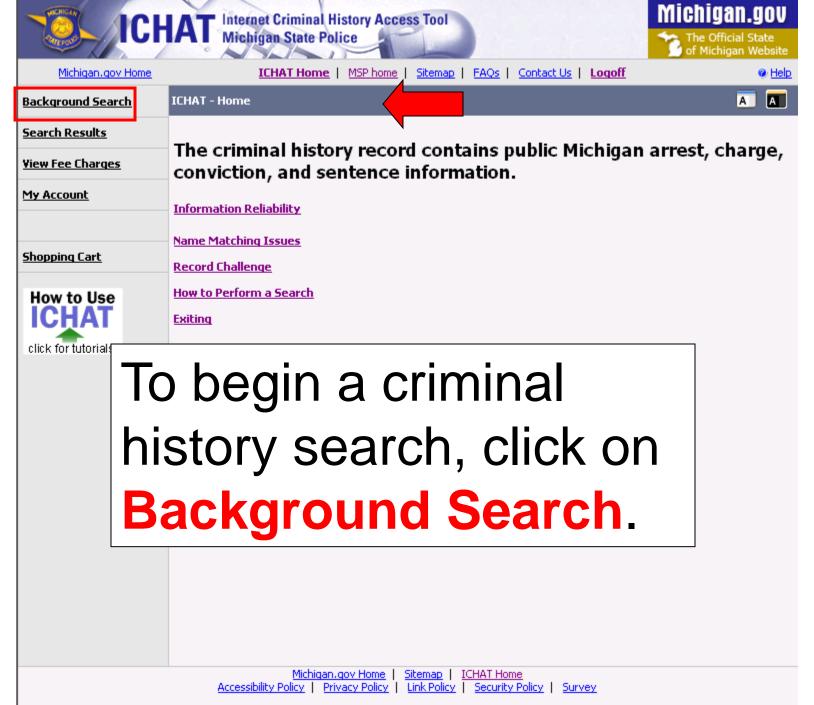
ser There are other features Inf that can be accessed Nam from any page in ICHAT.

Exiting

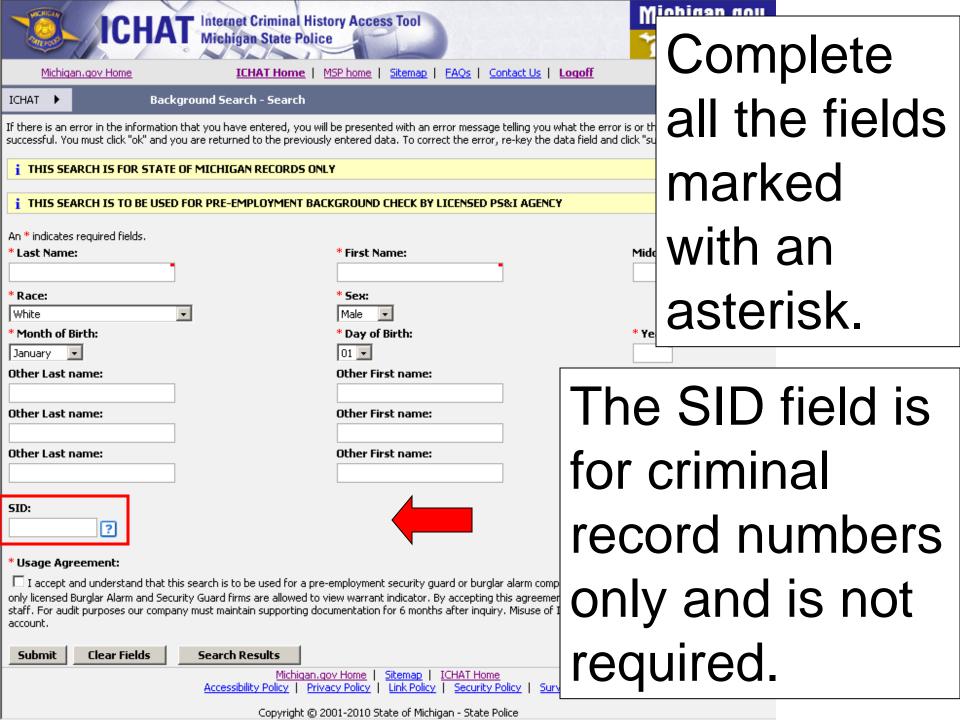
How

Perform Health Check

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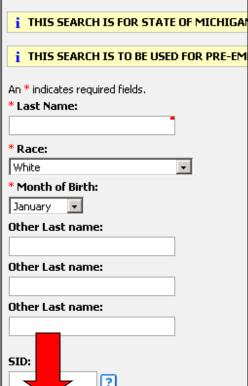


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If there is an error in the information that you have entered, you will be presented with an error message telling you what the error is or that the transmission was successful. You must click "ok" and you are returned to the previously entered data.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



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

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Other Last name:

Other Last name:

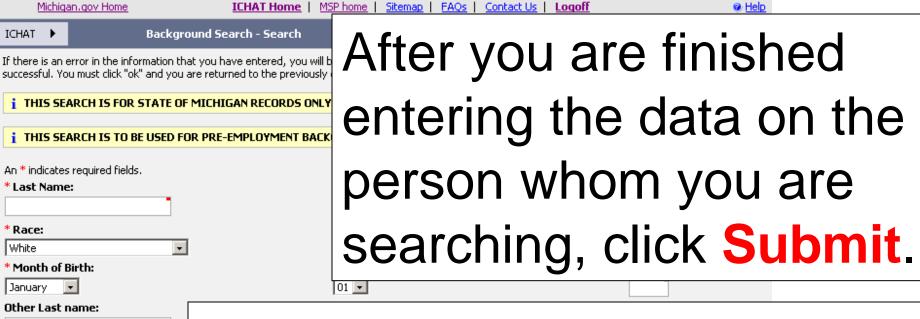
* Usage Agreement:

Submit

Clear Fields

SID:



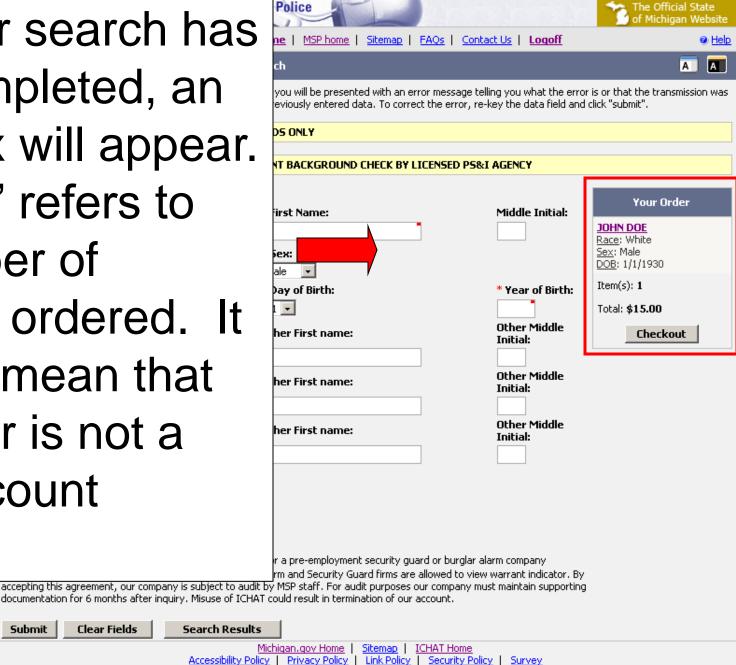


If you hit the Enter key on your keyboard, the information you enter will be automatically ept and understand that this s submitted, even if you are not sed Burglar Alarm and Security audit purposes our company finished entering the data.

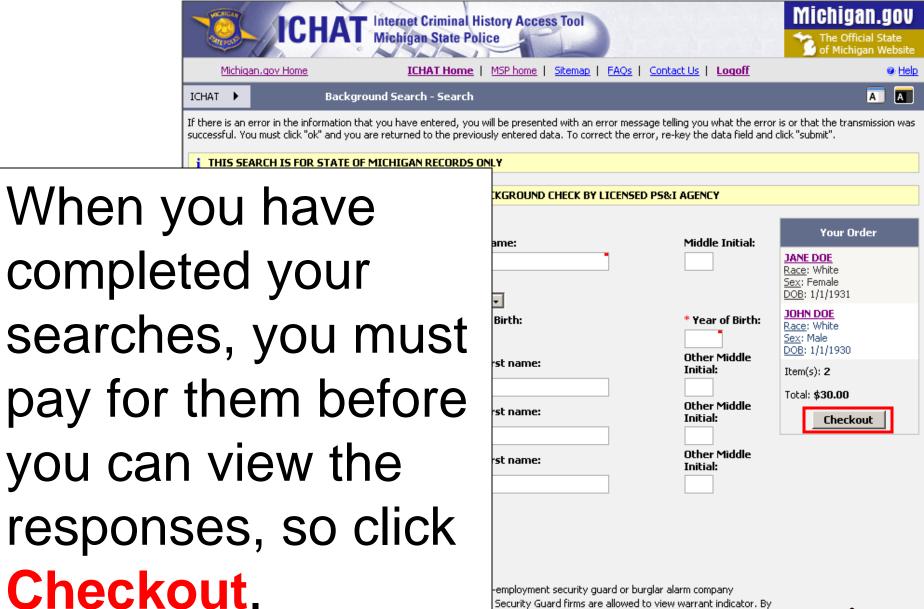
After your search has been completed, an order box will appear. "Items: 1" refers to the number of searches ordered. It does not mean that there is or is not a criminal count located.

Submit

Clear Fields



I I A T Internet Criminal History Access Tool



Checkout.

Submit

Clear Fields

taff. For audit purposes our company must maintain supporting

esult in termination of our account.

Search Results

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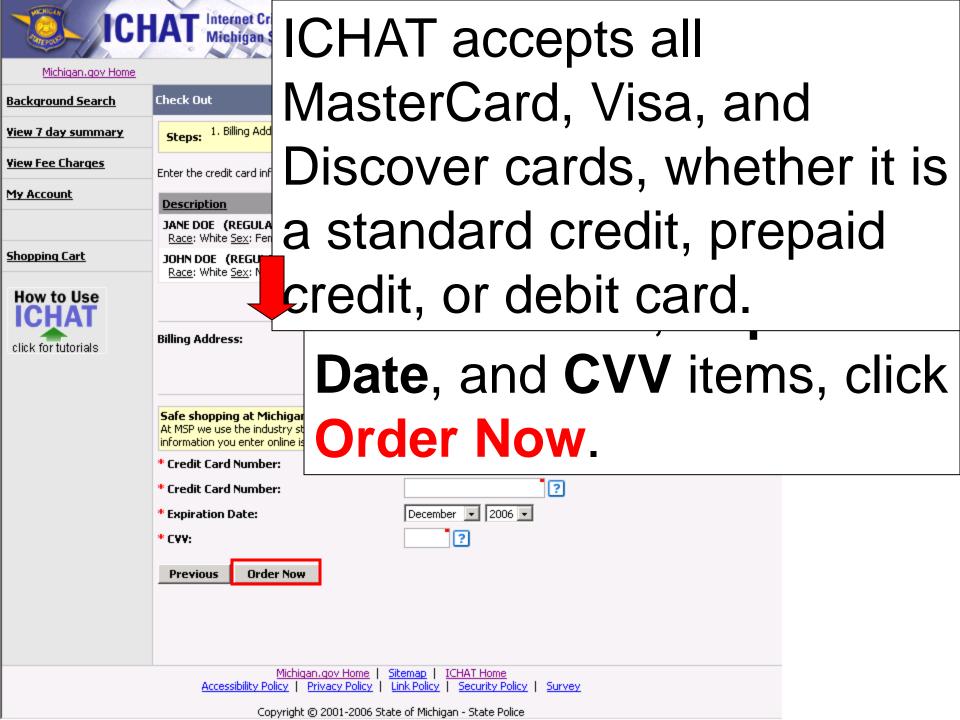


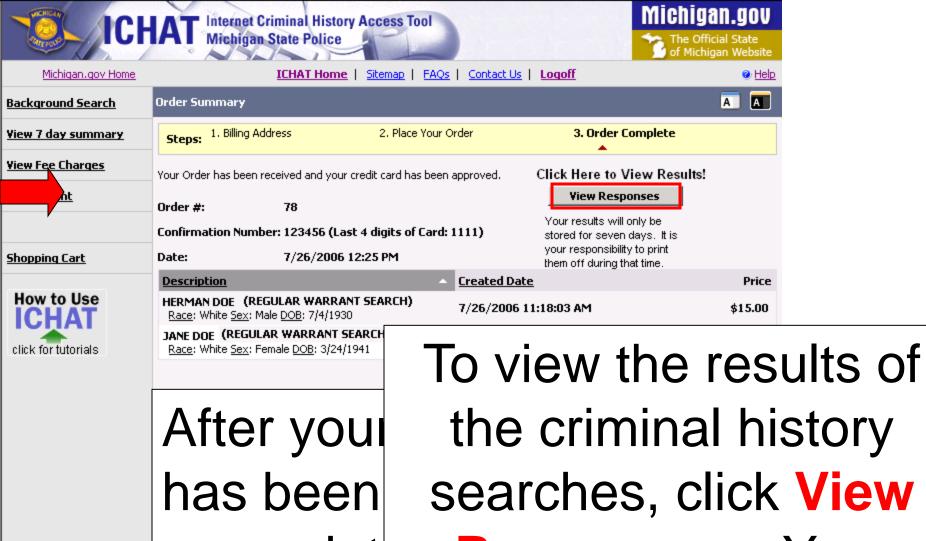
Delete any searches you do not wish to pay for now, then click Check

Out when you are ready to pay for the searches.

ches 1



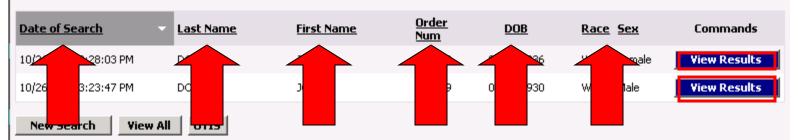


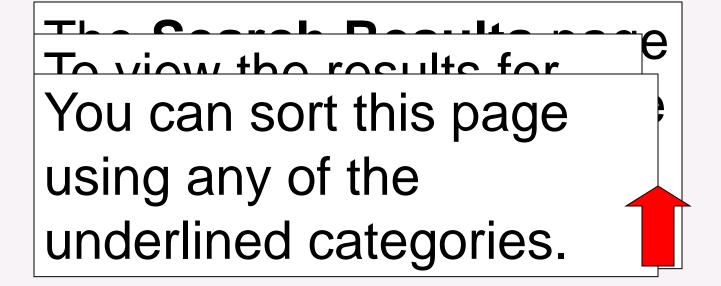


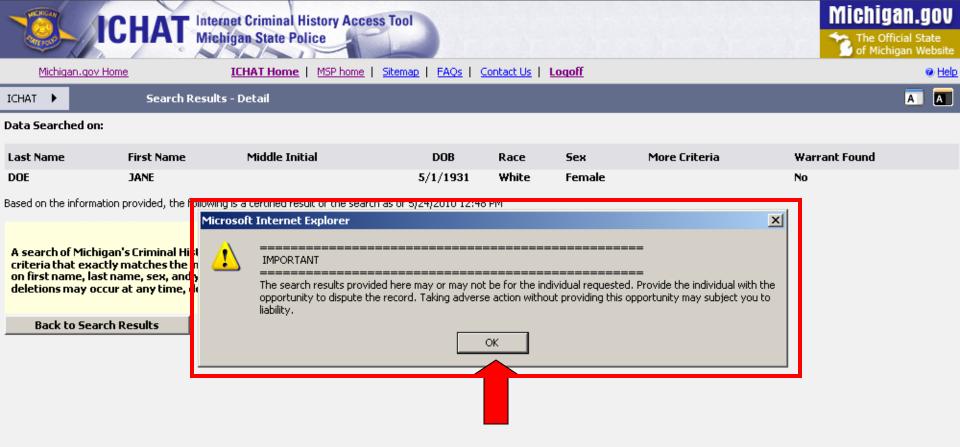
has been may print **Summary** screen fo

earches, click Viev Responses. Your results will not be mailed to you.

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.







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**.



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 dissem criteria that exactly matches the information you have provided. No record has been found to 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

If a search o in your an exact or **Summary**.

To view the other searches Criminal Histsummary, click locate a recd Back to 7 day the person in question, this page will display.





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Help

ICHAT





Data Searched o

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.

FOR







Help

ICHAT

Search Results - Detail





Data Searched on:



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

warrant.



THE RECORD RESULTS HAS LIMITATIONS TH ADVERSE ACTION BAS AND THE INDIVIDUAL INDIVIDUAL THE OPPO THIS PAGE. SINCE AR **FUTURE CLEARANCES.** MICHIG. FOR SI NAM: RAC: HGT: EYE: DLN: PRN:

CIZ:

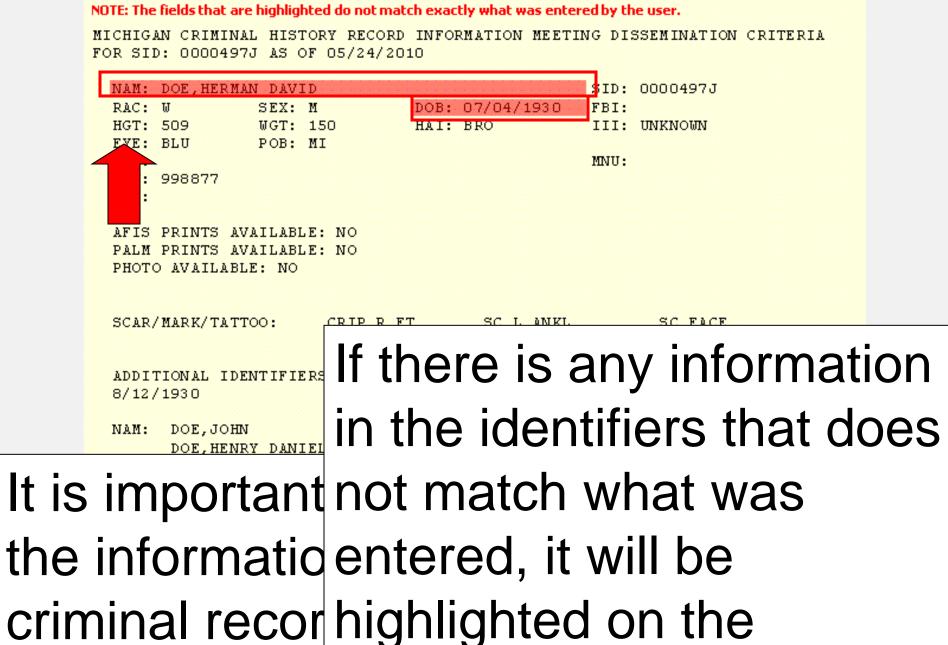
You will receive a "Yes" or "No" indicator as to whether your person has a POSSIBLE

ND DO NOT TAKE THIS INDIVIDUAL, OFFER THAT AT THE BOTTOM OF S INFORMATION FOR

RIA

to

E ICHAT SYSTEM



it is in fact you criminal history record.

The charge segment will contain The judicial e criminal

convict senten

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

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PURPOSE CODE USED NOT FORWARDED TO NCIC III

Procedures for Correcting a Record

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

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.

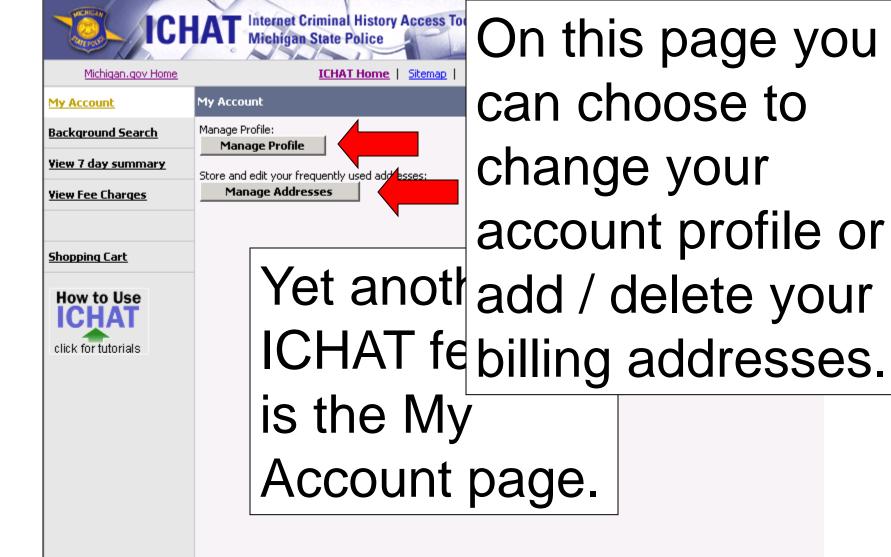
Warrant Check Clearance Form				
Date:				
Name:				
Drivers License or Personal ID Number:				
Date of Birth:				
Social Security Number:				
The above named person is an employee of:				
	Company Name			

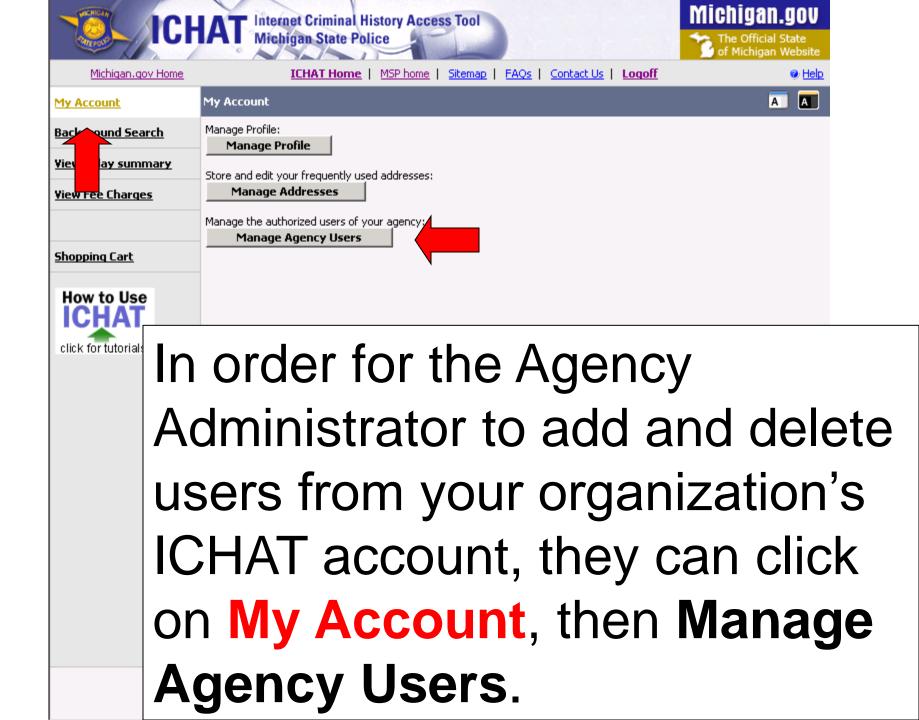
A criminal history background check conducted by the Michigan State Police indicates the possibility of an outstanding warrant for the above person.

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



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









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