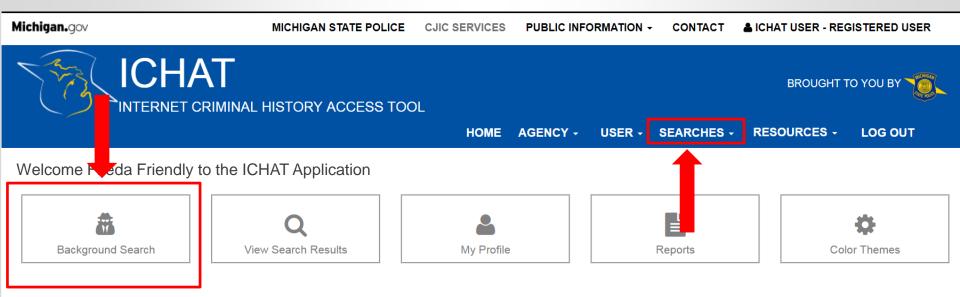
# ICHAT Background Search Tutorial

Internet Criminal History Access Tool
Winter 2018



On the home page, registered users should click either "Background Search" or "Searches."

Guest users will be taken directly from the "Login Page" to the "Background Search Page."



Enter State Identification (SID) criminal record number if known. Otherwise complete all required fields as indicated on next slide.

Additional Names>>  Miscellaneous Number (Maximum number of characters left - 30)  Information populated in the Miscellaneous Field will be printed on the individual record response, and may be used an identifier so an individual for use by an agency. Example: State issued personal ID number, or U.S. Passport number, etc. A social security number hould	First Name*	Middle Name	Last Name*	Suffix Select Suffix	•
Additional Names>>  Miscellaneous Number (Maximum number of characters left - 30)  Information populated in the Miscellaneous Field will be printed on the individual record response, and may be used as an identifier so cific to	Date of Birth*	Race*	Gender*	SID	
Miscellaneous Number (Maximum number of characters left - 30) Information populated in the Miscellaneous Field will be printed on the individual record response, and may be used an identifier specific to an individual for use by an agency. Example: State issued personal ID number, or U.S. Passport number, etc. A social security number hould		Select Race	Select Gender	•	
an individual for use by an agency. Example: State issued personal ID number, or U.S. Passport number, etc. A social security number hould	Miscellaneous Number (M			and may be used an identifier s	ific to
					ould

<sup>\* =</sup> Required



## Complete all required fields.



How to run the background search

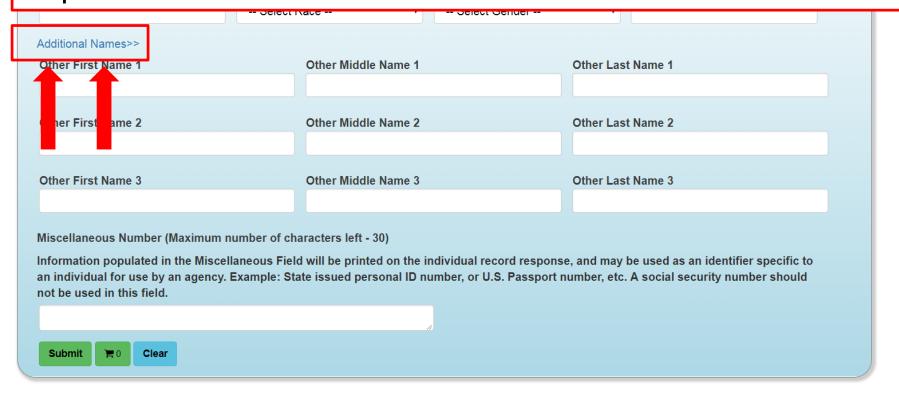
Background Search

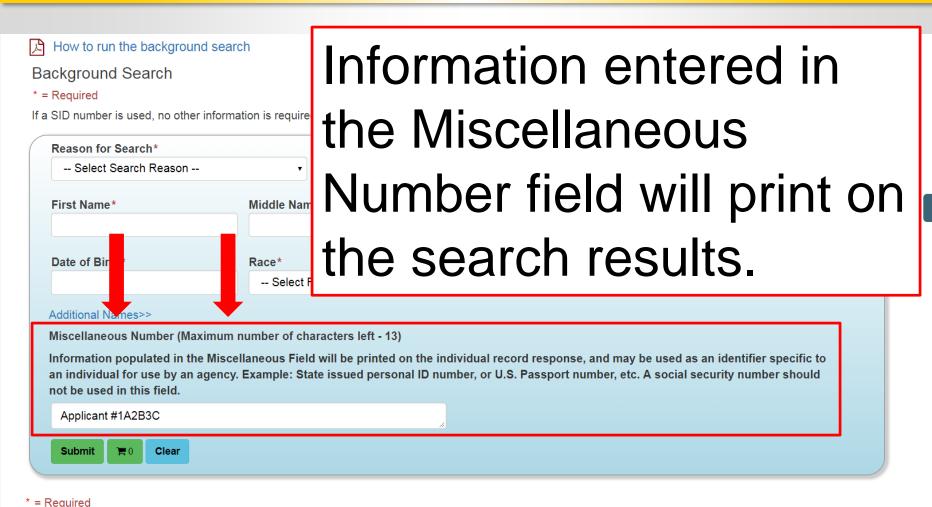
\* = Required

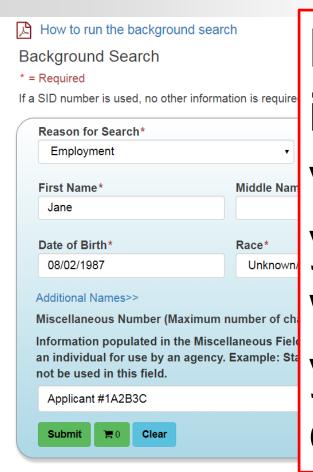
If a SID number is used, no other information is required to be provided, (any other information entered will be removed except the reason for the search).

Reason for Search* Select Search Reason	•		
First Name*	Middle Name	Last Name*	Suffix
			Select Suffix ▼
Date of Birth*	Race*	Gender*	SID
	Select Race	Select Gender	·
Information populated in the		The state of the s	d may be used as an identifier specific to an etc. A social security number should not be used
		<i>,</i> ,	
Submit 📜 0 Clear			

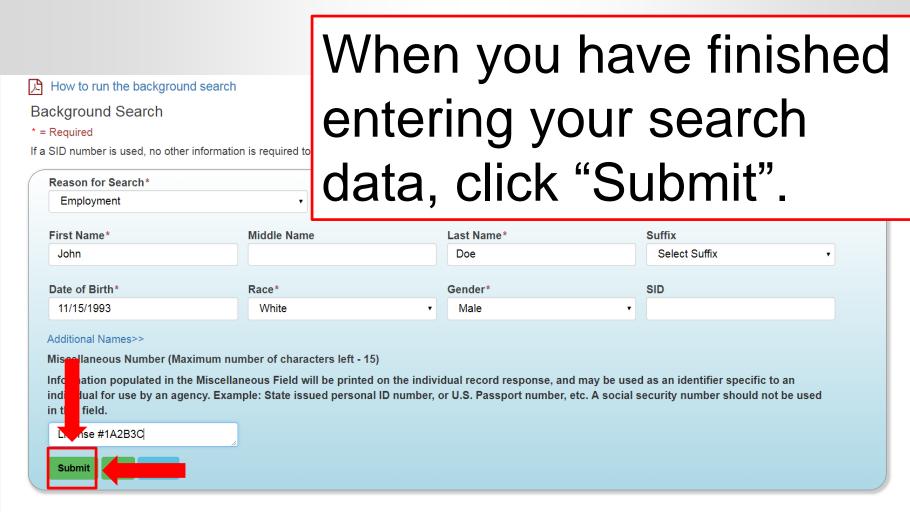
By clicking "Additional Names", you may enter maiden or alias names. If using this feature both first and last name are required.

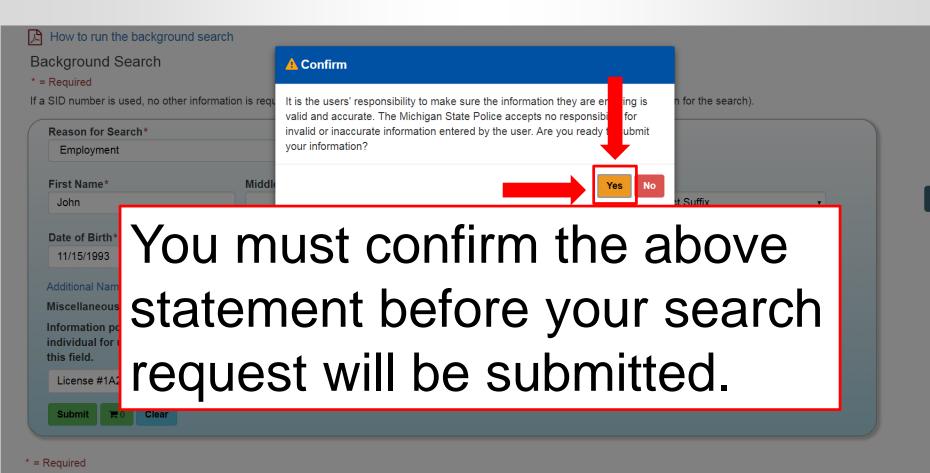


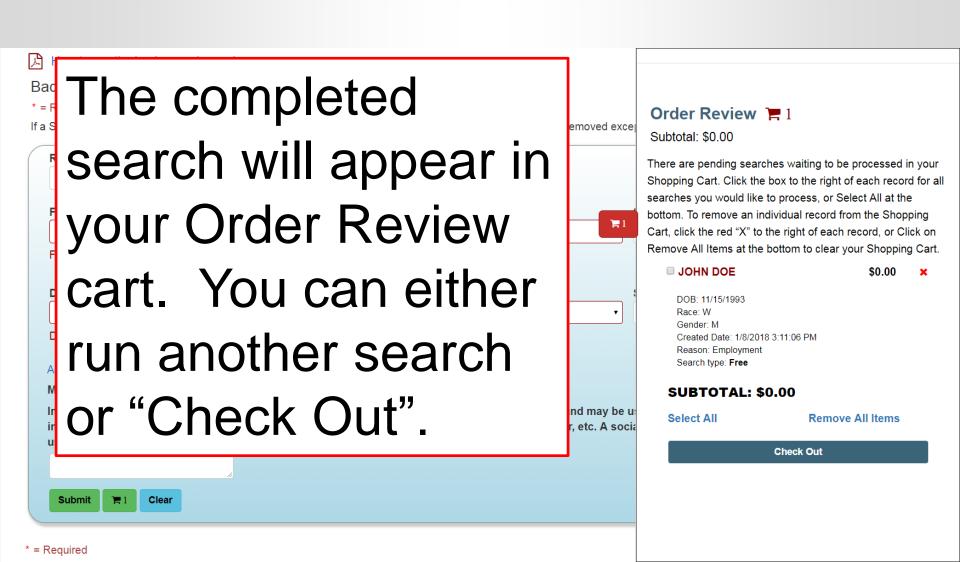




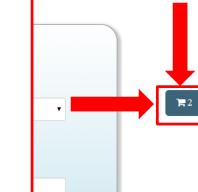
Make sure the information you enter is valid and accurate. If you complete a search with invalid information, you will not get the correct search results.







The shopping cart can be viewed by clicking on the cart icon either next to the submit button or on the right side of the screen.

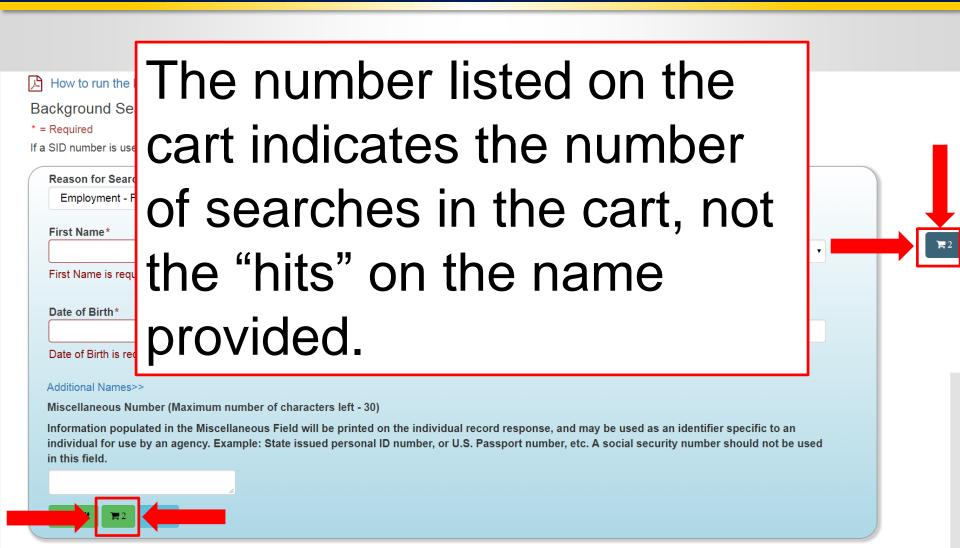


Additional Names>>

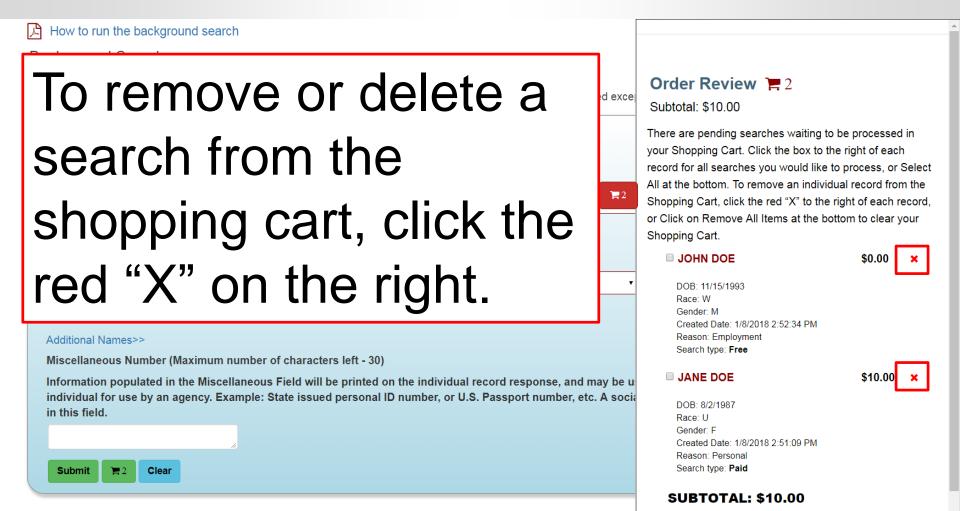
Miscellaneous Number (Maximum number of characters left - 30)

Information populated in the Miscellaneous Field will be printed on the individual record response, and may be used as an identifier specific to an individual for use by an agency. Example: State issued personal ID number, or U.S. Passport number, etc. A social security number should not be used in this field.





\* = Required

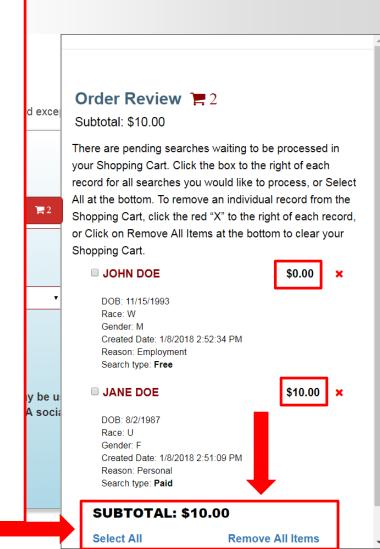


Select All

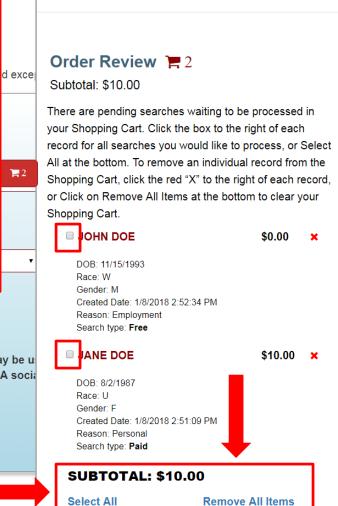
Remove All Items

\* = Required

Government agencies and non-profit charitable organizations may have fees waived for employees and volunteers, but must pay for other searches.



When you are done running searches, select the searches you want then click "Check Out".





#### **Payment Method**

#### Michigan State Police ICHAT Payment Request

Welcome to the CEPAS Credit Card Processing Payment Module for the Michigan State Police ICHAT.

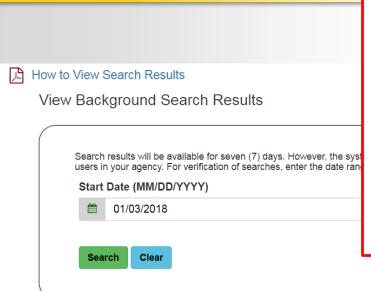
This process is being used as a secure means of processing credit card authorizations.

Payment may be made with a valid Discover, MasterCard, or Visa.

To begin the payment process, click on "NEXT" in the box below.



After clicking "Check Out", you will be taken to the ICHAT payment system.



After completing any required payment, you will be taken to the Search Results page.



Showing 1 to 2 of 2 entries

Previous

You are now ready to view the results of your background searches.

For tips on how to view the results of your background searches on the New ICHAT system, check out our View Search Results tutorial.