ICHAT Background Search Tutorial

Internet Criminal History Access Tool

Winter 2018

New ICHAT Background Search

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."

New ICHAT Background Search

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

-- Select Search Reason --

First Name*	Middle Name	Last Name*	Suffix
			Select Suffix

Date of Birth*	Race*	Gender*	SID
	-- Select Race --	-- Select Gender --	

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.

Submit   🛒 0   Clear

🛒 0

* = Required

New ICHAT Background Search

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*
-- Select Race --

Gender*
-- Select Gender --

SID

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.

Submit   🛒0   Clear

New ICHAT Background Search

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

-- Select Race --   -- Select Gender --

Additional Names>>

Other First Name 1	Other Middle Name 1	Other Last Name 1
Other First Name 2	Other Middle Name 2	Other Last Name 2
Other First Name 3	Other Middle Name 3	Other Last Name 3

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.

Submit   🛒 0   Clear

* = Required

New ICHAT Background Search

How to run the background search

Background Search

* = Required

If a SID number is used, no other information is require

Reason for Search *

-- Select Search Reason -- ▼

First Name *

Middle Nam

Date of Bir

Race *

-- Select F

Additional Names>>

Miscellaneous Number (Maximum number of characters left - 13)

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.

Applicant #1A2B3C

Submit   🛒 0   Clear

🛒 0

Information entered in the Miscellaneous Number field will print on the search results.

* = Required

New ICHAT Background Search

How to run the background search

Background Search

* = Required

If a SID number is used, no other information is require[d]

Reason for Search *

Employment ▾

First Name *   **Middle Nam**

Jane

Date of Birth *   **Race** *

08/02/1987   Unknown/

Additional Names>>

Miscellaneous Number (Maximum number of ch[a]

Information populated in the Miscellaneous Fiel[d]
an individual for use by an agency. Example: St[a]
not be used in this field.

Applicant #1A2B3C

Submit   🛒 0   Clear

* = 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.

New ICHAT Background Search

When you have finished entering your search data, click "Submit".

How to run the background search

Background Search

* = Required

If a SID number is used, no other information is required to

Reason for Search*
Employment

First Name*
John

Middle Name

Last Name*
Doe

Suffix
Select Suffix

Date of Birth*
11/15/1993

Race*
White

Gender*
Male

SID

Additional Names>>

Miscellaneous Number (Maximum number of characters left - 15)

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.

License #1A2B3C

Submit

* = Required

New ICHAT Background Search

How to run the background search

Background Search

* = Required

If a SID number is used, no other information is requ...

Reason for Search*

Employment

First Name*

John

Date of Birth*

11/15/1993

Additional Nam...

Miscellaneous

Information po...
individual for ...
this field.

License #1A2...

Submit

Clear

⚠ Confirm

It is the users' responsibility to make sure the information they are en...ing is valid and accurate. The Michigan State Police accepts no responsibi...for invalid or inaccurate information entered by the user. Are you ready t...ubmit your information?

Yes   No

You must confirm the above statement before your search request will be submitted.

* = Required

The completed search will appear in your Order Review cart. You can either run another search or "Check Out".

Order Review 🛒 1
Subtotal: $0.00

There are pending searches waiting to be processed in your Shopping Cart. Click the box to the right of each record for all searches you would like to process, or Select All at the bottom. To remove an individual record from the Shopping Cart, click the red "X" to the right of each record, or Click on Remove All Items at the bottom to clear your Shopping Cart.

☐ JOHN DOE $0.00   ✕

DOB: 11/15/1993
Race: W
Gender: M
Created Date: 1/8/2018 3:11:06 PM
Reason: Employment
Search type: **Free**

SUBTOTAL: $0.00

Select All   Remove All Items

Check Out

* = Required

New ICHAT Background Search

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

How to run the

Background Se

* = Required

If a SID number is use

Reason for Sear

Employment - F

First Name*

First Name is requ

The number listed on the cart indicates the number of searches in the cart, not the "hits" on the name provided.

Date of Birth*

Date of Birth is req

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.

🛒2

* = Required

New ICHAT Background Search

To remove or delete a search from the shopping cart, click the red "X" on the right.

How to run the background search

Order Review 🛒 2

Subtotal: $10.00

There are pending searches waiting to be processed in your Shopping Cart. Click the box to the right of each record for all searches you would like to process, or Select All at the bottom. To remove an individual record from the Shopping Cart, click the red "X" to the right of each record, or Click on Remove All Items at the bottom to clear your Shopping Cart.

☐ **JOHN DOE** $0.00   **✗**

DOB: 11/15/1993
Race: W
Gender: M
Created Date: 1/8/2018 2:52:34 PM
Reason: Employment
Search type: **Free**

☐ **JANE DOE** $10.00   **✗**

DOB: 8/2/1987
Race: U
Gender: F
Created Date: 1/8/2018 2:51:09 PM
Reason: Personal
Search type: **Paid**

SUBTOTAL: $10.00

Select All   **Remove All Items**

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 u__ individual for use by an agency. Example: State issued personal ID number, or U.S. Passport number, etc. A socia__ in this field.

Submit   🛒2   **Clear**

* = Required

New ICHAT Background Search

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

Order Review 🛒 2

Subtotal: $10.00

There are pending searches waiting to be processed in your Shopping Cart. Click the box to the right of each record for all searches you would like to process, or Select All at the bottom. To remove an individual record from the Shopping Cart, click the red "X" to the right of each record, or Click on Remove All Items at the bottom to clear your Shopping Cart.

☐ **JOHN DOE** $0.00   ✖

DOB: 11/15/1993
Race: W
Gender: M
Created Date: 1/8/2018 2:52:34 PM
Reason: Employment
Search type: **Free**

☐ **JANE DOE** $10.00   ✖

DOB: 8/2/1987
Race: U
Gender: F
Created Date: 1/8/2018 2:51:09 PM
Reason: Personal
Search type: **Paid**

SUBTOTAL: $10.00

Select All   Remove All Items

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

Order Review 🛒 2

Subtotal: $10.00

There are pending searches waiting to be processed in your Shopping Cart. Click the box to the right of each record for all searches you would like to process, or Select All at the bottom. To remove an individual record from the Shopping Cart, click the red "X" to the right of each record, or Click on Remove All Items at the bottom to clear your Shopping Cart.

☐ JOHN DOE $0.00   ✖

    DOB: 11/15/1993
    Race: W
    Gender: M
    Created Date: 1/8/2018 2:52:34 PM
    Reason: Employment
    Search type: **Free**

☐ JANE DOE $10.00   ✖

    DOB: 8/2/1987
    Race: U
    Gender: F
    Created Date: 1/8/2018 2:51:09 PM
    Reason: Personal
    Search type: **Paid**

SUBTOTAL: $10.00

Select All   Remove All Items

Additional Names>>

Miscellaneous Number (Maximum number of characters left - 30)

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Submit   🛒2   Clear

* = Required

New ICHAT Background Search

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

New ICHAT Background Search

How to View Search Results

View Background Search Results

Search results will be available for seven (7) days. However, the syst[...] users in your agency. For verification of searches, enter the date ran[...]

Start Date (MM/DD/YYYY)

📅 01/03/2018

[Search] [Clear]

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

| Print Selected Search Results | Load All Agency Searches (Last 7 days) | Load My Searches (Last 7 days) | Load Current Searches(Today's Searches) | Load Uploaded Searches |

[Excel] [PDF] [Column visibility] Show [5 rows ▾] entries   Search: [_____]

First Name	Last Name	SID	Race	Gender	Date of Birth	Search Date	Search Reason	Confirmation Number	Created By	Email
John	Doe		W	M	11/15/1993	1/5/2018	Employment	0	Frieda Friendly	Friendly@MI-Charity.org
Jane	Doe		U	F	8/2/1987	1/5/2018	Freedom of Information	0	Frieda Friendly	Friendly@MI-Charity.org

Showing 1 to 2 of 2 entries

Previous | 1 | Next

New ICHAT Background Search

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.