

New ICHAT Background Search

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.”

The screenshot shows the ICHAT application interface. At the top, the Michigan.gov logo is on the left, and navigation links for MICHIGAN STATE POLICE, CJIC SERVICES, PUBLIC INFORMATION, CONTACT, and ICHAT USER - REGISTERED USER are on the right. Below this is a blue header bar with the ICHAT logo (a map of Michigan with a magnifying glass) and the text "ICHAT INTERNET CRIMINAL HISTORY ACCESS TOOL". To the right of the header bar, it says "BROUGHT TO YOU BY" followed by the Michigan State Police logo. Below the header bar is a navigation menu with links: HOME, AGENCY, USER, SEARCHES (highlighted with a red box), RESOURCES, and LOG OUT. Below the navigation menu is a welcome message: "Welcome Friendly to the ICHAT Application". Below the welcome message is a row of five buttons: "Background Search" (highlighted with a red box), "View Search Results", "My Profile", "Reports", and "Color Themes". A red arrow points from the "Background Search" button to the "SEARCHES" menu item, and another red arrow points from the "SEARCHES" menu item to the "Reports" button.

Michigan.gov MICHIGAN STATE POLICE CJIC SERVICES PUBLIC INFORMATION CONTACT ICHAT USER - REGISTERED USER

ICHAT INTERNET CRIMINAL HISTORY ACCESS TOOL BROUGHT TO YOU BY MICHIGAN STATE POLICE

HOME AGENCY USER SEARCHES RESOURCES LOG OUT

Welcome Friendly to the ICHAT Application

Background Search View Search Results My Profile Reports Color Themes

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Suffix ▼
Date of Birth*	Race*	Gender*	SID
<input type="text"/>	-- Select Race -- ▼	-- Select Gender -- ▼	<input type="text"/>

[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

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*

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

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.

The screenshot displays a web form for background searches. At the top, there are dropdown menus for 'Select Race' and 'Select Gender'. Below these, a red box highlights the 'Additional Names>>' link. Underneath, there are three rows of input fields for 'Other First Name', 'Other Middle Name', and 'Other Last Name'. Two red arrows point to the first two fields of the first row. At the bottom of the form, there is a 'Miscellaneous Number' field with a character limit of 30, a 'Submit' button, a shopping cart icon with '0', and a 'Clear' button.

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

New ICHAT Background Search



How to run the background search

Background Search

* = Required

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

Reason for Search*

-- Select Search Reason --

First Name*

Middle Name

Date of Birth*

Race*

-- Select Race --

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

* = Required

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

New ICHAT Background Search

 [How to run the background search](#)

Background Search

* = Required

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

Reason for Search*
Employment

First Name*
Jane

Middle Name

Date of Birth*
08/02/1987

Race*
Unknown

[Additional Names>>](#)

Miscellaneous Number (Maximum number of characters: 20)
Information populated in the Miscellaneous Field is for use by an agency. Example: State of Texas. Do not be used in this field.


Applicant #1A2B3C

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.

* = Required

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 required.

Reason for Search*

Employment

First Name*

John

Middle

Date of Birth*

11/15/1993

Additional Name

Miscellaneous

Information provided by individual for this field.

License #1A2

Submit

 0

Clear

Confirm

It is the users' responsibility to make sure the information they are entering is valid and accurate. The Michigan State Police accepts no responsibility for invalid or inaccurate information entered by the user. Are you ready to submit your information?

Yes

No

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

* = Required

New ICHAT Background Search

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](#)

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.



New ICHAT Background Search

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

 How to run the

Background Search

* = Required

If a SID number is used

Reason for Search

Employment - F

First Name*

First Name is required

Date of Birth*

Date of Birth is required

[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

New ICHAT Background Search

 [How to run the background search](#)

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

[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 by an individual for use by an agency. Example: State issued personal ID number, or U.S. Passport number, etc. A social security number may be entered in this field.

Submit

 2

Clear

* = Required

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](#)

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.

* = Required

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.

<input type="checkbox"/> 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	
<input type="checkbox"/> 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](#)

New ICHAT Background Search

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

[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 by an individual for use by an agency. Example: State issued personal ID number, or U.S. Passport number, etc. A social security number may be entered in this field.

Submit

 2

Clear

* = Required

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

New ICHAT Background Search



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.

* Indicates required field

Choose method of payment
☒ Pay by credit card

Back **Next** **Exit**

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

New ICHAT Background Search

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



How to View Search Results

View Background Search Results

Search results will be available for seven (7) days. However, the system will allow you to view search results for up to 30 days. For verification of searches, enter the date range.

Start Date (MM/DD/YYYY)

01/03/2018

Search

Clear

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
<input type="checkbox"/>	John	Doe		W	M	11/15/1993	1/5/2018	Employment	0	Frieda Friendly	Friendly@MI-Charity.org
<input type="checkbox"/>	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.