



How to run a background search in the new ICHAT system

- To begin, select the reason for a search from the drop down list. Your search reasons and fee will vary depending on your type of user and agency account.
- Next, enter the required fields: First Name, Last Name, Date of Birth, Race, and Gender.
- If you click “Additional Names”, you can enter maiden or alias names.
- If you know a person’s State Identification (SID) criminal record number, you can enter that instead of the other fields.
- In the Miscellaneous Number field, you may also make a comment on the search that will carry through to the search results.

Reason for Search*

-- Select Search Reason --

-- Select Search Reason --

Employment

Housing

Licensing

Other

Student

Volunteer

Would Prefer Not To Answer

Reason for Search*
Employment

First Name* Jane Middle Name Last Name* Doe Suffix
Select Suffix

Date of Birth* 08/02/1987 Race* Unknown/Other Gender* Female SID

[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 Clear

- 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.
- When you have finished entering your search data, click “Submit”.

- The completed search will appear in your Order Review cart. You can either run another search or Check Out.
- 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.
- The number listed on the cart indicates the number of searches in the cart, not the “hits” on the name provided.
- To remove or delete a search from the shopping cart, click the red “X” on the right.
- The cart will display the detail information on each search, the amount for individual searches, as well as the total amount due for all searches in the cart.
- Government agencies and non-profit charitable organizations may waive fees for employees and volunteers, but must pay for other searches.
- The user can “Select All” to check out all the searches. The user can also check out searches individually. The shopping cart will retain the search criteria for three days before deleting the searches, so it is important to check out within three days of running the searches.
- If all of the searches are fee-waived or invoiced, the user will be able to see the results on the check out.
- If any of the searches are being paid with a debit/credit card at the time of search, the user will be directed to the third party vendor to make the payment before viewing the search results. Once the full payment for the amount due is received, the user will be able to view the search results.

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 **X**

DOB: 11/15/1993
Race: W
Gender: M
Created Date: 1/5/2018 2:52:50 PM
Reason: Employment
Search type: **Free**


JANE DOE \$10.00 **X**

DOB: 8/2/1987
Race: U
Gender: F
Created Date: 1/5/2018 2:46:56 PM
Reason: Freedom of Information
Search type: **Paid**


SUBTOTAL: \$10.00

[Select All](#)

[Remove All Items](#)



ICHAT Internet Criminal History Access Tool
Michigan State Police



MICHIGAN.GOV
Michigan's
Official
Website

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

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