



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
EAST LANSING



COL. PETER C. MUNOZ
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Effective October 1, 2005, the Criminal Justice Information Center (CJIC) no longer processes mailed-in or faxed-in requests for name-only criminal history background checks. All background checks without fingerprints must be performed using the Internet Criminal History Access Tool (ICHAT) via the Internet. These are the same responses that previously were sent via the mail. Any requests received by mail or fax will be returned unprocessed. The steps to use ICHAT are outlined below:

STEP 1 – Register an account in ICHAT

To access ICHAT, go to: www.michigan.gov/ichat. To begin, click "Register". Fill out the page completely, entering a working e-mail address and following all instructions, then click "Save"; ignore the (government/charitable) agency code field. Passwords must be between six and twelve characters and contain at least one letter, at least one number, and at least one special character (~`!@#\$\$%^&*()_~+=<>.,?/). You will receive an e-mail that will allow you to activate your ICHAT account. Register only once; for future access to ICHAT, you will click on the "Login" button and enter your e-mail address and password.

STEP 2 – Running searches in ICHAT

After logging into ICHAT, you will need to click on "Background Search". You will need to enter the information of the individual being searched; then either click "Submit" or hit the ENTER key. A pop-up window will come up saying "Search in Progress"; when that is gone you will be back at the "Background Search" page. You may then perform another search or you may click on the "Checkout" button to pay for the searches. You will then need to enter your credit/debit card information; ICHAT accepts Visa, MasterCard, and Discover.

STEP 3 – Viewing search results in ICHAT

Click on "Search Results" on either the main page or the background search page or click on "View Responses" on order summary page. On the Search Results page, click on the "View Results" button for the individual searched and their criminal history background check response sheet will appear. You should print the response sheet out for your records; ICHAT will only keep the responses available for seven days after you run them, after that you will have to pay to access them again.

If you have questions, please contact the ICHAT help desk using the information below.

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