



City of Portage Application for Solicitor's Permit

An approved application is required prior to any door-to-door sales within the City of Portage. Things to know:

- *Approved permits are valid from the day approved through December 31st of that year.
- *There is a non-refundable fee of \$50 to process the application. This fee includes one representative from the company applying. A \$10 fee is added to the application for each additional representative listed on the application.
- *Each application must have a Michigan State Police (MSP) ICHAT result report for each representative listed on the application. There is a \$10 per person fee for the ICHAT payable to MSP. Instructions are attached to the application.
- *The signature on the application must be notarized.
- *The completed, notarized application, all ICHAT reports, and the application fee must all be submitted before the application can be processed.

If approved, a copy (hard or digital) of the permit must accompany each applicant and be presented upon request by a resident or by law enforcement. Each representative must follow the guidelines set forth in the City of Portage Code of Ordinances, Chapter 14, Article 4 – Solicitors and Canvassers, which can be found here:

https://library.municode.com/mi/portage/codes/code_of_ordinances?nodeId=PTIICOOR_CH14BU_ART4SOCA

A map of the City can be found at: <https://portagemi.gov/177/GIS-City-Maps>.

Any questions regarding the application should be directed to the Portage City Clerk at cityclerk@portagemi.gov, or 269-329-4511. The Clerk's Office is open Monday – Thursday from 7:30 am – 5:30 pm, and Friday from 8-12.

Any questions regarding the ICHAT should be directed to the Michigan State Police at <https://apps.michigan.gov/> or 517-241-0606. Support is available Monday – Friday from 8am – 8pm.



APPLICATION FOR SOLICITOR'S PERMIT

DATE RECEIVED _____

FEE COLLECTED: _____

Name of Company/Organization _____ Phone: (____) _____

Representative's Name _____ DOB _____

Address _____ E-mail _____

Place of Employment _____ Business No. (____) _____

Driver's License No. _____ - _____ - _____ - _____ SSID (last 4 digits) _____

Type of Service/Products Solicited _____

Non-Profit, Charitable Organization: YES NO (please circle)

Are Solicitors being paid? YES NO (please circle)

IRS Certificate of Exemption Number _____

Date Permit Requested: From: _____ To: _____ Permit is valid until 12/31 of the year approved.

Vehicle License Number(s) 1. _____ 2. _____ 3. _____

State _____

Make _____

Model Yr _____

Vehicle License Number(s) 4. _____ 5. _____ 6. _____

State _____

Make _____

Model Yr _____

*Complete the list on the back side for any and all additional Solicitors.

**Attach the Michigan iChat report(s) for each Solicitor listed. (See <https://apps.michigan.gov/Home>)

***An application fee of \$50 (plus \$10 for each additional application) is to be submitted with the application.

THE SIGNATURE BELOW MUST BE NOTARIZED AND ALL INFORMATION MUST BE PROVIDED BEFORE CONSIDERATION.

Representative's Signature _____ Date: _____

Subscribed and sworn to before me

this _____ day of _____

My Commission expires _____ Notary Public

Acting in the County of _____

City Clerk _____ Approved Disapproved

Chief of Police _____ Approved Disapproved

PERMIT

This is to certify that _____

is registered with the City Clerk's Office and the Police Department to solicit within the City of Portage from:

Date _____ To _____

Company Name: _____

Representative #2 (additional \$10 fee)

Name _____ DOB _____
Address _____ E-mail _____
Phone: (____) _____ Business No. (____) _____
Driver's License No. _____ SSID (last 4 digits) _____

Representative #3 (additional \$10 fee)

Name _____ DOB _____
Address _____ E-mail _____
Phone: (____) _____ Business No. (____) _____
Driver's License No. _____ SSID (last 4 digits) _____

Representative #4 (additional \$10 fee)

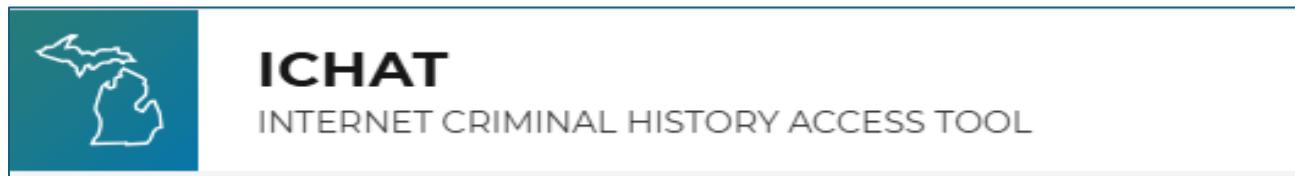
Name _____ DOB _____
Address _____ E-mail _____
Phone: (____) _____ Business No. (____) _____
Driver's License No. _____ SSID (last 4 digits) _____

Representative #5 (additional \$10 fee)

Name _____ DOB _____
Address _____ E-mail _____
Phone: (____) _____ Business No. (____) _____
Driver's License No. _____ SSID (last 4 digits) _____

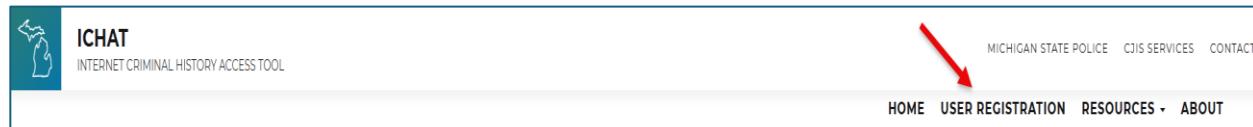
Representative #6 (additional \$10 fee)

Name _____ DOB _____
Address _____ E-mail _____
Phone: (____) _____ Business No. (____) _____
Driver's License No. _____ SSID (last 4 digits) _____



How to register as a User in the new ICHAT system

- All users who want to be part of an agency or company account and/or all users who want their search and payment history stored will need to register in the new ICHAT system, regardless of registration in a previous version of the ICHAT system.
- Go to the website and click “User Registration” on the top menu.



- On the “User Registration” page, provide the requested information. The following fields are required:
 - First and Last Name
 - E-Mail and Confirm Email
 - User ID, Password, and Confirm Password
 - Answers to Security Questions
- Click “Sign me up!”

What is the name of your favorite football team?

Submit
Cancel

- An email will be sent with a link to activate the account. Click on the link to be returned to the ICHAT system.

From: MSP-CRD-ICHATHelp@michigan.gov [mailto:MS-CRD-ICHATHelp@michigan.gov]
Sent: Wednesday, November 01, 2017 3:34 PM
To: Frieda-Friendly@email.com
Subject: Email Verification

Hi Frieda Friendly, You successfully registered into ICHAT system. Please activate your account by clicking on the link below:

https://ichat.state.mi.us/Home/ValidateEmail?AuthenticationVerification=pGFFcl/r168bhF1oGf1gRbeA1EX3zsXwhmOa4/RINGWttAL5XBCCJ79YNmg2NYcYQSFh05EL1H6GEvQrlDyXWA==&Person_ID=263

ICHAT Team
Michigan State Police



- Once the user account is activated, click “Home” on the top menu, and then click “Log In.”
- On the Log In page, enter the chosen Username/Email and correlating password
- Read the “Terms and Conditions” before clicking “I accept the Terms and Conditions of using ICHAT as a Registered User,” then click “Log In.”
- For questions or assistance, please contact the ICHAT Help Desk at 517-241-0606 or via MSPCRD-ICHATHelp@Michigan.gov.

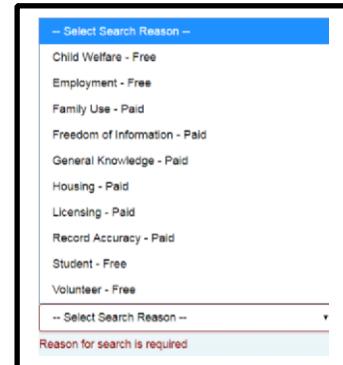


ICHAT

INTERNET CRIMINAL HISTORY ACCESS TOOL

How to run the background search using new ICHAT system

- To begin, select the reason for a search from down list. Your search reasons and fee will vary depending on your type of user and agency account.
- The following are required fields:
 - First Name
 - Last Name
 - Date of Birth
 - Race
 - Gender
- The alias name(s) can be entered by clicking on the link for additional names. The box will expand and provide you the option to enter an alias.
- The “Miscellaneous Number” field can be used as a reference key which will display on the search results. This field is optional.



the drop

Reason for Search*

Licensing - Paid

First Name*	Middle Name	Last Name*	Suffix
Jon		Doe	Select Suffix
Date of Birth*	Race*	Gender*	SID - What's This?
07/04/1930	Unknown/Other	Male	

[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 9012345

Submit Checkout 1 Clear

- Once a search is completed, the system will retrieve the search result and add it to the shopping cart on the left side of the screen.
- 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.
- If the shopping cart is clicked, the system will show the searches that need to be checked out.
- 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.
- 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 the three days of requesting.
- 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 completed, the user will be able to view the search results.

Order Review 2

Subtotal: \$10.00

There are pending searches that needs to be processed in your order.

<input type="checkbox"/> JOHN DOE DOB: 7/4/1930 Race: U Gender: M Created Date: 11/14/2017 3:21:57 PM Reason: Licensing Search type: Paid	\$10.00 X
<hr/>	
<input type="checkbox"/> IVAN ICHAT DOB: 7/4/1976 Race: U Gender: M Created Date: 11/14/2017 3:18:10 PM Reason: Child Welfare Search type: Free	\$0.00 X
SUBTOTAL: \$10.00	
Select All	Remove All Items
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.

* Indicates required field

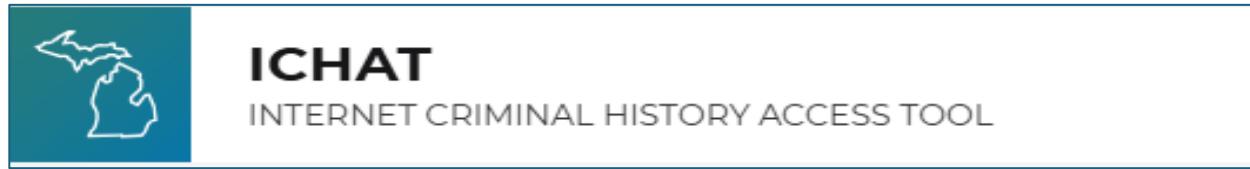
Choose method of payment

Pay by credit card
  

[Back](#) [Next](#) [Exit](#)

[Michigan.gov Home](#)
[Accessibility Policy](#) | [Privacy Policy](#)

[Sitemap](#) | [ICHAT Home](#)
[Link Policy](#) | [Security Policy](#)



How to view search results in the new ICHAT system

- A **Registered User** can access searches already ran by clicking either “View Search Results” or “Searches” located on the Main Menu.
- A **Guest User** can access searches already ran by entering the Confirmation Number and Order ID using the “Retrieve Search Results” option.

[Help](#) [View search Results](#)

View Background Search Results

Search results will be available for seven (7) days. However, the system will provide verification that searches older than seven (7) days were performed, as well as those performed by other users in your agency. For verification of searches, enter the date range and click on the Search button.

Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
07/01/2025	07/31/2025
Agency Name	Email Address
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

[Print Selected Search Results](#) [Load My Searches \(Last 7 days\)](#) [Load Current 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
Ivan	lchat	A	M		2/12/1974	7/3/2025	General Knowledge	25070327585060	Krishna Mohan Chava	GuestUser
	500X					7/3/2025	Freedom of Information	25070327585051	Krishna Mohan Chava	GuestUser
	500X					7/3/2025	Freedom of Information	25070327584909	Krishna Mohan Chava	GuestUser
	500X					7/3/2025	Housing	879012353416737	RajSuperUser C	rajsuperuser@test.com
	500X					7/3/2025	Freedom of Information	879012353416737	RajSuperUser C	rajsuperuser@test.com

Showing 1 to 5 of 6 entries Previous 2 Next

- After completing a Background Search order, you will be taken to the Search Results page.
- The search results page defaults to showing you your search results for the past seven (7) days.
- The completed search results are available for seven (7) days only. It is recommended that you print a copy of the results within that timeframe.
- If a copy is needed after seven (7) days, a new search must be conducted, and payment will be required.
 - After seven (7) days, you will still be able to see a list of the searches ran, but not the detail of the results. You can select a specific set of days to sort your search results.
 - If you are part of a registered agency, you can also see search results for others in your agency by clicking “Load All Agency Searches (Last 7 days).”
 - You can also view just the current day’s searches or change the number of searches displayed.

- Selecting “Column visibility”, allows you to choose which columns are displayed on the screen.
- If a search did not locate a criminal history record in the criminal history database, you will see this response:

Information Provided

Name : Ivan Ichat
 Date of Birth : Feb 12, 1974
 Gender : Male
 Race : Asian or Pacific Islander
 Reason : General Knowledge
 Amount Paid : \$10.00
 Order Date : 7/3/2025 1:16:09 PM
 Miscellaneous No :

Based on the information provided, the following is a guaranteed result of a search of the Michigan State Police criminal history files as of 7/3/2025 1:16:09 PM:

Important: Information Contained in this Record

THE RECORD RESULTS PROVIDED HERE ARE BASED ON A COMPUTER MATCH AS EXPLAINED IN THE ICHAT TERMS AND CONDITIONS. THE ICHAT SYSTEM HAS LIMITATIONS THAT MAY CAUSE FALSE POSITIVES OR FALSE NEGATIVES. PLEASE REVIEW THE RESULTS CAREFULLY AND DO NOT TAKE ADVERSE ACTION BASED SOLELY ON THIS RECORD.

IF YOU CANNOT DETERMINE THAT THESE RESULTS DO NOT BELONG TO THIS INDIVIDUAL AND THE INDIVIDUAL IS DISPUTING THE RECORD, PLEASE PROVIDE THAT INDIVIDUAL WITH A COPY OF THIS REPORT AND OFFER THAT INDIVIDUAL THE OPPORTUNITY TO PERFORM A RECORD CHALLENGE BY SUBMITTING FINGERPRINTS. THIS IS EXPLAINED ON THE LAST PAGE OF THIS REPORT.

SINCE ARRESTS, CONVICTIONS, OR CRIMINAL RECORD DELETIONS MAY OCCUR AT ANY TIME, DO NOT USE THIS INFORMATION FOR FUTURE CLEARANCES.

SEARCH RESULTS FOR THIS PERSON ARE EXPIRED. PLEASE PERFORM THE SEARCH AGAIN.

Print

Back Result **Next Result**

Print

Back Result **Next Result**

- The image on the left shows the printed version of the search results.
- The image on the right is how the results will appear on the ICHAT View Search Results screen. From here users can move to the previous or next search result or print the results.
- Click “Print” on the individual search results, to print a specific search.
- Click “Print Selected Search Results” above the list of names, all searches selected will print.
- If a search DID locate a criminal history record in the criminal history database, you will see a response like the image below on the View Search Results screen:

Name : Elroy Sven Date of Birth : Jul 11, 1990 Gender : Male Race : American Indian or Alaskan native Reason : Employment Amount Paid : \$0.00 Order Date : 2/15/2018 4:35:26 PM Miscellaneous No :	
MICHIGAN CRIMINAL HISTORY RECORD INFORMATION MEETING DISSEMINATION CRITERIA FOR SID: 0000711E AS OF 02/15/2018	
NAM: SVEN,ELROY VINCENT SID: 0000711E RAC: I SEX: M DOB: 07/11/1990 HGT: 500 WGT: 150 HAI: RED EYE: GRY POB: AK MNU: CIZ: ADDITIONAL IDENTIFIERS AND COMMENTS: NAM: SVEN,ELROY	
TCM/OCA: A014250064W/711 NAME USED: SVEN,ELROY ===== ARREST SEGMENT : CHARGE SEGMENT : JUDICIAL SEGMENT DATE: 07/11/2014 : NO DATA RECEIVED : DATE: 08/01/2014 M11111100 : : M110025J : BERRIEN CO SHERIFF : : 5TH DISTRICT COURT NILES : OFFICE : : CFN: 122 : OCA: 711 : : CNT-1 MCL 600.13481 : 1 CNT OF 7700 : : ORDINANCE VIOL : ORDINANCE VIOL : : JURORS - : MISC FILE CLASS : : DISCHARGE/DISCIPLINE : DISP: NOTICE TO APPEAR : : FOR JURY SERVICE : : : DISP: FOUND GUILTY : ===== DISSEMINATION OF CRIMINAL HISTORY RECORD INFORMATION (CHRI) VIA THE INTERNET CRIMINAL HISTORY ACCESS TOOL IS IN COMPLIANCE WITH MICHIGAN COMPILED LAW (MCL) 28.242a, WHICH STATES THAT ALL CHRI THAT IS SUPPORTED BY BIOMETRIC DATA SHALL BE DISSEMINATED IN RESPONSE TO A NAME-BASED SEARCH OF THE CHRI DATABASE, UNLESS THE CHRI IS NONPUBLIC (AS DEFINED BY MCL 769.16a) OR OTHERWISE PROHIBITED BY LAW FROM BEING DISSEMINATED.	

 ICHAT INTERNET CRIMINAL HISTORY ACCESS TOOL
Information Provided
Name : Elroy Sven Date of Birth : Jul 11, 1990 Gender : Male Race : American Indian or Alaskan native Reason : Employment Amount Paid : \$0.00 Order Date : 2/15/2018 4:35:26 PM Miscellaneous No :
Based on the information provided, the following is a result of a search of the Michigan State Police criminal history files as of 2/15/2018 4:35:26 PM:
Important: Information Contained in this Record
THE RECORD RESULT PROVIDED HERE IS BASED ON A DATA MATCH AS EXPLAINED IN THE ICHAT TERMS AND CONDITIONS. THE ICHAT SYSTEM WILL PROVIDE A SEARCH RESULT BASED ON THE SEARCH CRITERIA ENTERED. THE SEARCH RESULT MAY OR MAY NOT HAVE A CRIMINAL HISTORY RECORD. PLEASE REVIEW THE RESULTS CAREFULLY AND DO NOT TAKE ADVERSE ACTION BASED SOLELY ON THIS RECORD.
IF YOU CANNOT DETERMINE THESE RESULTS DO NOT BELONG TO THIS INDIVIDUAL, AND THE INDIVIDUAL IS DISPUTING THE RECORD, PLEASE PROVIDE THAT INDIVIDUAL WITH A COPY OF THIS REPORT AND OFFER THAT INDIVIDUAL THE OPPORTUNITY TO PERFORM A RECORD CHALLENGE BY SUBMITTING FINGERPRINTS. THE PROCEDURES ARE EXPLAINED ON THE LAST PAGE OF THIS REPORT.
SINCE ARRESTS, CONVICTIONS, OR CRIMINAL RECORD DELETIONS MAY OCCUR AT ANY TIME, DO NOT USE THIS INFORMATION FOR FUTURE CLEARANCES.

MICHIGAN CRIMINAL HISTORY RECORD INFORMATION MEETING DISSEMINATION CRITERIA FOR SID: 0000711E AS OF 02/15/2018	
NAM: SVEN,ELROY VINCENT SID: 0000711E RAC: I SEX: M DOB: 07/11/1990 HGT: 500 WGT: 150 HAI: RED EYE: GRY POB: AK MNU: CIZ: ADDITIONAL IDENTIFIERS AND COMMENTS: NAM: SVEN,ELROY	
TCM/OCA: A014250064W/711 NAME USED: SVEN,ELROY ===== ARREST SEGMENT : CHARGE SEGMENT : JUDICIAL SEGMENT DATE: 07/11/2014 : NO DATA RECEIVED : DATE: 08/01/2014 M11111100 : : M110025J : BERRIEN CO SHERIFF : : 5TH DISTRICT COURT NILES : OFFICE : : CFN: 122 : OCA: 711 : : CNT-1 MCL 600.13481 : 1 CNT OF 7700 : : ORDINANCE VIOL : ORDINANCE VIOL : : JURORS - : MISC FILE CLASS : : DISCHARGE/DISCIPLINE : DISP: NOTICE TO APPEAR : : FOR JURY SERVICE : : : DISP: FOUND GUILTY : ===== DISSEMINATION OF CRIMINAL HISTORY RECORD INFORMATION (CHRI) VIA THE INTERNET CRIMINAL HISTORY ACCESS TOOL IS IN COMPLIANCE WITH MICHIGAN COMPILED LAW (MCL) 28.242a, WHICH STATES THAT ALL CHRI THAT IS SUPPORTED BY BIOMETRIC DATA SHALL BE DISSEMINATED IN RESPONSE TO A NAME-BASED SEARCH OF THE CHRI DATABASE, UNLESS THE CHRI IS NONPUBLIC (AS DEFINED BY MCL 769.16a) OR OTHERWISE PROHIBITED BY LAW FROM BEING DISSEMINATED. PURPOSE CODE USED NOT FORWARDED TO NCIC III END MSG.	

 **ICHAT**
INTERNET CRIMINAL HISTORY ACCESS TOOL

 *RIGHT TO YOU BY*

PROCEDURES FOR CORRECTING A RECORD

THE STEPS FOR CORRECTING A MISTAKEN OR INACCURATE RECORD ARE AS FOLLOWS:

1. **WRONG PERSON - RECORDS THAT DO NOT BELONG TO THE INDIVIDUAL WHOSE NAME HAS BEEN SEARCHED**

- IF THE INDIVIDUAL BELIEVES THAT THE RECORD DOES NOT BELONG TO HIM OR HER, THE INDIVIDUAL SHOULD GO TO THE NEAREST LAW ENFORCEMENT AGENCY AND REQUEST TO BE FINGERPRINTED ON A STATE APPLICANT FINGERPRINT CARD FOR THE PURPOSES OF "RECORD CHALLENGE". CALL AHEAD TO VERIFY FEES AND/OR SERVICE HOURS. THERE IS NO CHARGE FOR SUCH FINGERPRINTING IF IT IS DONE AT A MICHIGAN STATE POLICE POST.
- THIS CARD SHOULD BE MAILED TO THE CRIMINAL JUSTICE INFORMATION CENTER WITH A COPY OF THIS RECORD AND A LETTER REQUESTING THE CRIMINAL JUSTICE INFORMATION CENTER TO VERIFY THAT THE ENCLOSED CRIMINAL RECORD DOES NOT BELONG TO HIM/HER. THERE IS NO FEE. THE ADDRESS IS:

MICHIGAN STATE POLICE -- CJCIC
ATTN: RECORD CHALLENGE
P.O. BOX 30634
LANSING, MI 48909

2. **RIGHT PERSON - INACCURATE, INCOMPLETE, OR OUT-OF-DATE INFORMATION**

- SOMETIMES RECORDS CONTAIN REPORTING ERRORS. FOR EXAMPLE, THE NATURE OR DATE OF THE CONVICTION WAS REPORTED INCORRECTLY, OR THE RECORD CONTAINS A CONVICTION THAT WAS NOT REPORTED TO BE REMOVED FROM THE RECORD.
- IN SUCH CASES THE INDIVIDUAL SHOULD OBTAIN CERTIFIED COPIES OF THE COURT JUDGEMENT OR OTHER DOCUMENTS WHICH SHOW THAT THE INFORMATION CONTAINED ON THE CRIMINAL RECORD IS INCORRECT. IF THE PROOF PROVIDED IS SATISFACTORY, THE MICHIGAN STATE POLICE WILL MODIFY THE RECORD ACCORDINGLY. YOU MAY SEND THE DOCUMENTS TO:

MICHIGAN STATE POLICE -- CJCIC
ATTN: CRIMINAL HISTORY RECORD CORRECTION
P.O. BOX 30634
LANSING, MI 48909

- The printed version of the search results locating a criminal history record would look the images displayed on this page.
- The criminal history record result also includes disclaimers and procedures for correcting a record.
- For questions or assistance, please contact the ICHAT Help Desk at 517-241-0606 or via MSP-CRD-ICHATHelp@Michigan.gov.