ICHAT
INTERNET CRIMINAL HISTORY ACCESS TOOL

# 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!”

- 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:MSP-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

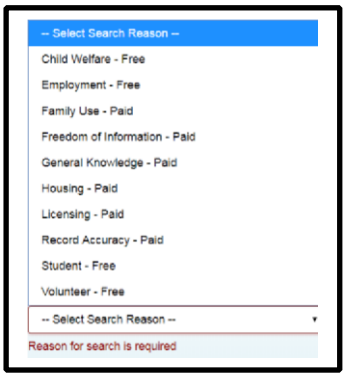
ICHAT Team
Michigan State Police

- 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.

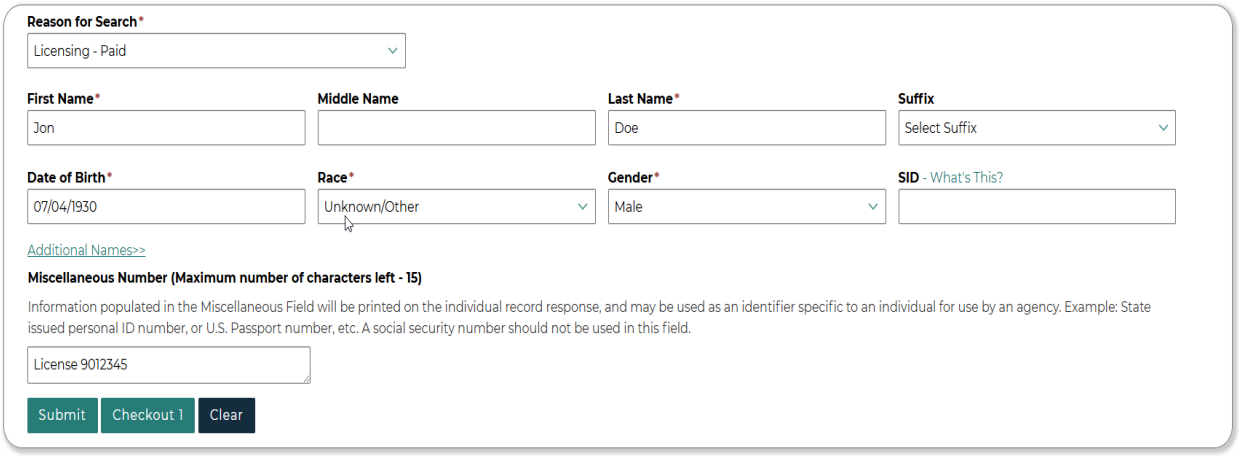
# ICHAT
INTERNET CRIMINAL HISTORY ACCESS TOOL

## How to run the background search using new ICHAT system

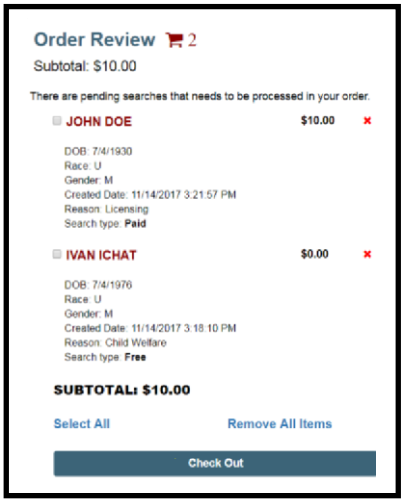
- To begin, select the reason for a search from the drop down list. Your search reasons and fee will vary depending on your type of user and agency account.



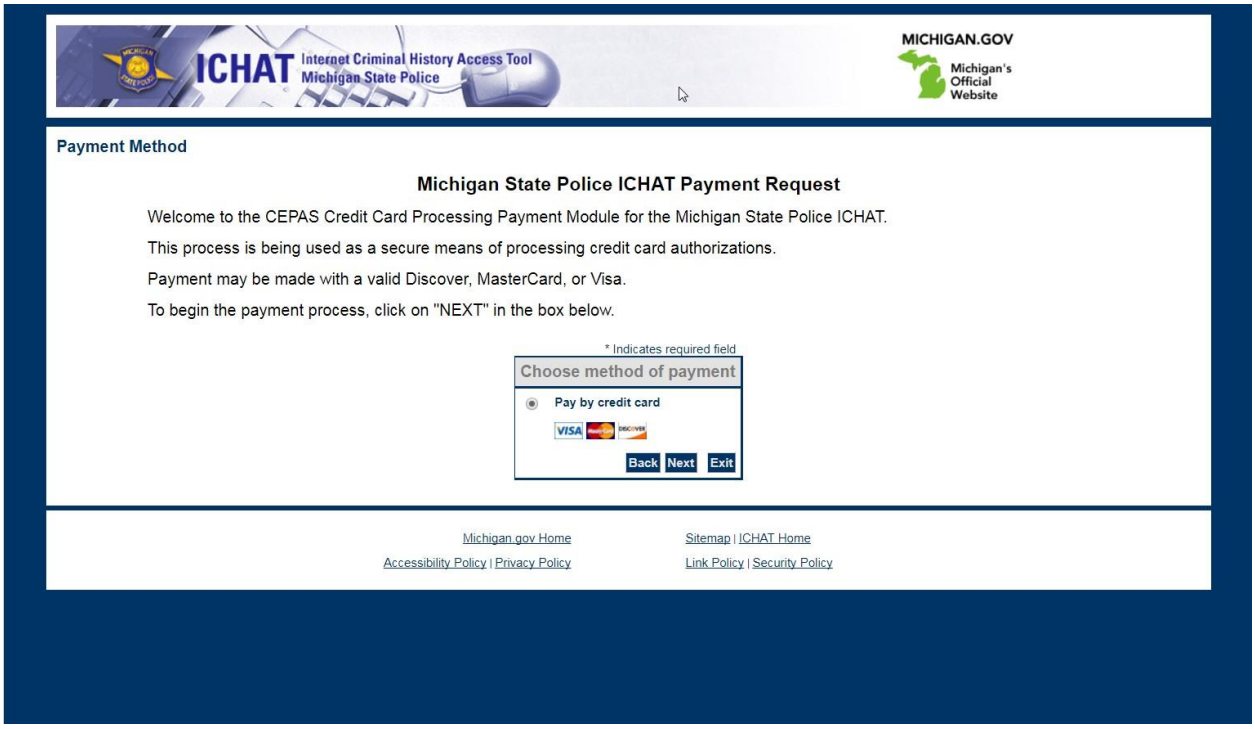

- The following are required fields:
  - First Name
  - Last Name
  - Date of Birth
  - Race
  - Gender
- The alias name(s) can be entered by clicking on the link for additional names. The box will expand and provide you the option to enter an alias.
- The “Miscellaneous Number” field can be used as a reference key which will display on the search results. This field is optional.



- 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.



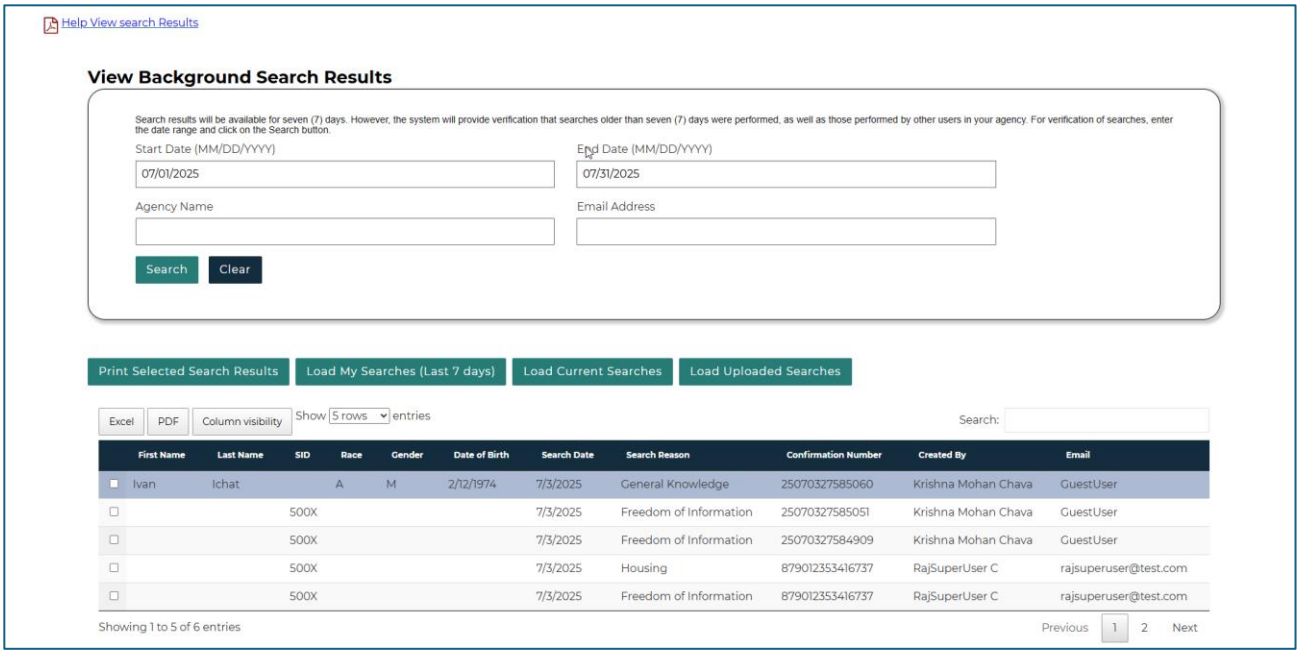

- The cart will display the detail information on each search, the amount for individual searches, as well as the total amount due for all searches in the cart.
- The user can “Select All” to check out all the searches. The user can also check out searches individually. The shopping cart will retain 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.



# ICHAT
INTERNET CRIMINAL HISTORY ACCESS TOOL

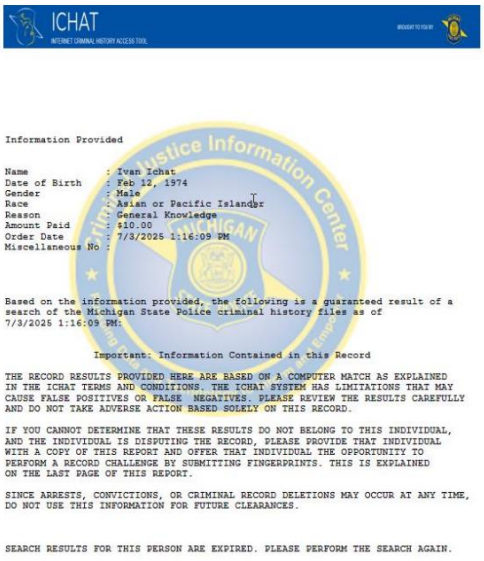
## How to view search results in the new ICHAT system

- 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.




- 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:



ICHAT
INTERNET CRIMINAL HISTORY ACCESS TOOL

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:

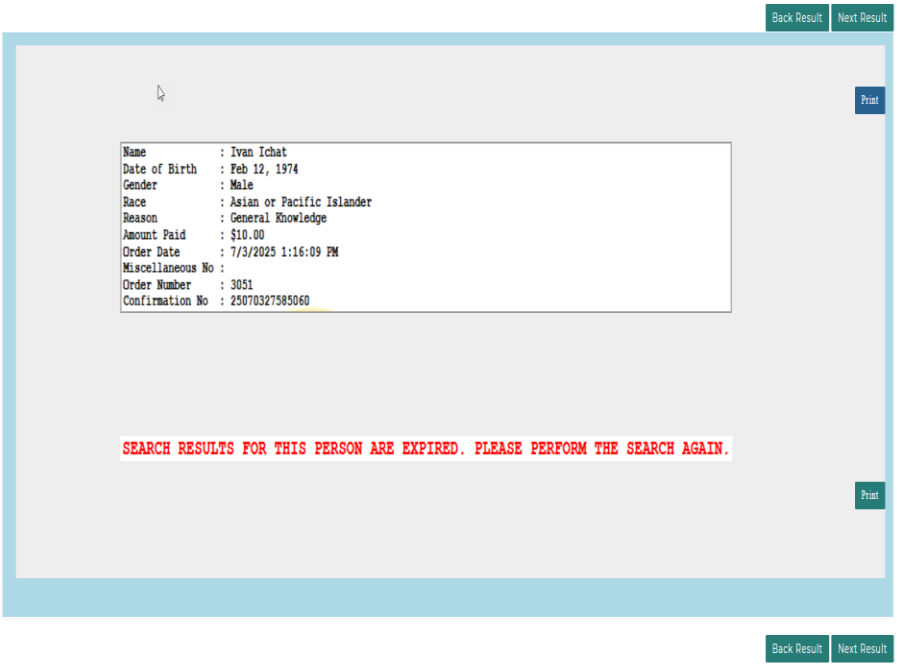
Important: Information Contained in this Record

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.




- 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:

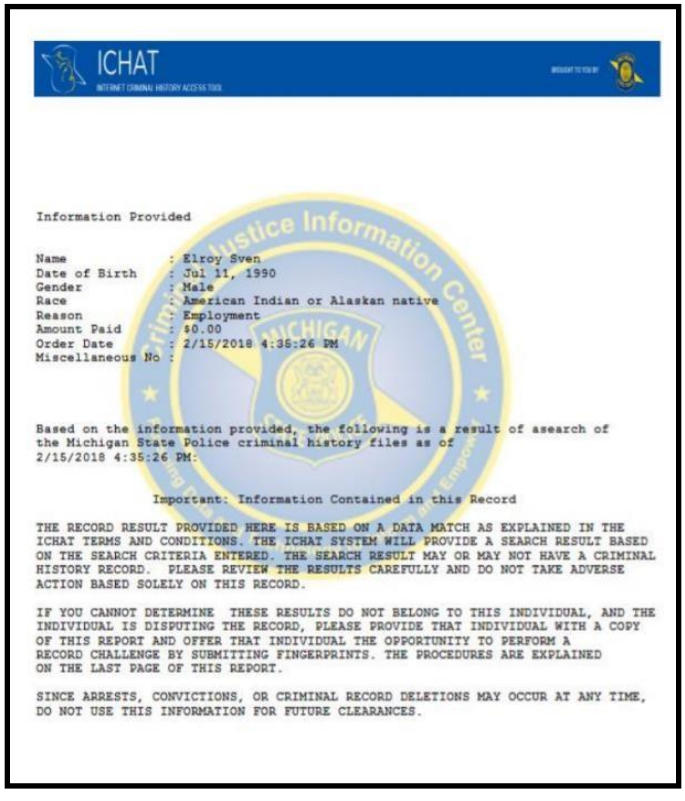
NAM: SVEN,ELROY

INCIDENT DATE: 07/11/2014

TCN/OCA: A014250064W/711
NAME USED: SVEN,ELROY

| ARREST SEGMENT | CHARGE SEGMENT | JUDICIAL SEGMENT |
|---|---|---|
| DATE: 07/11/2014 | NO DATA RECEIVED | DATE: 08/01/2014 |
| MI1111100 | | MI110025J |
| BERRIEN CO SHERIFF OFFICE | | 5TH DISTRICT COURT NILES |
| OCA: 711 | | CFN: 123 |
| 1 CNT OF 7700 ORDINANCE VIOL MISC FILE CLASS | | CNT-1 MCL 600.13481 ORDINANCE VIOL JURORS - DISCHARGE/DISCIPLINE FOR JURY SERVICE |
| DISP: NOTICE TO APPEAR | | 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 | : |

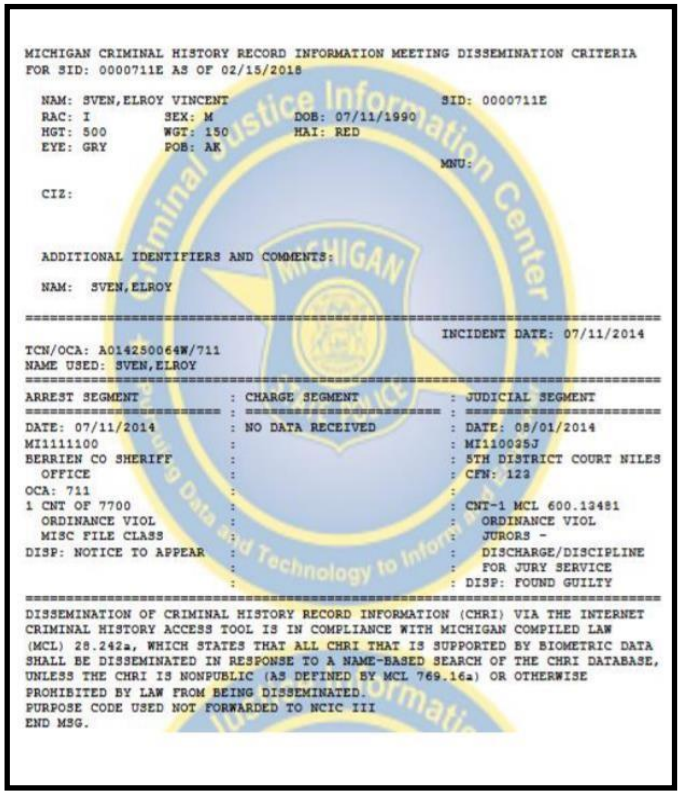
Based on the information provided, the following is a result of asearch of the Michigan State Police criminal history files as of 2/15/2018 4:35:26 PM:

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:

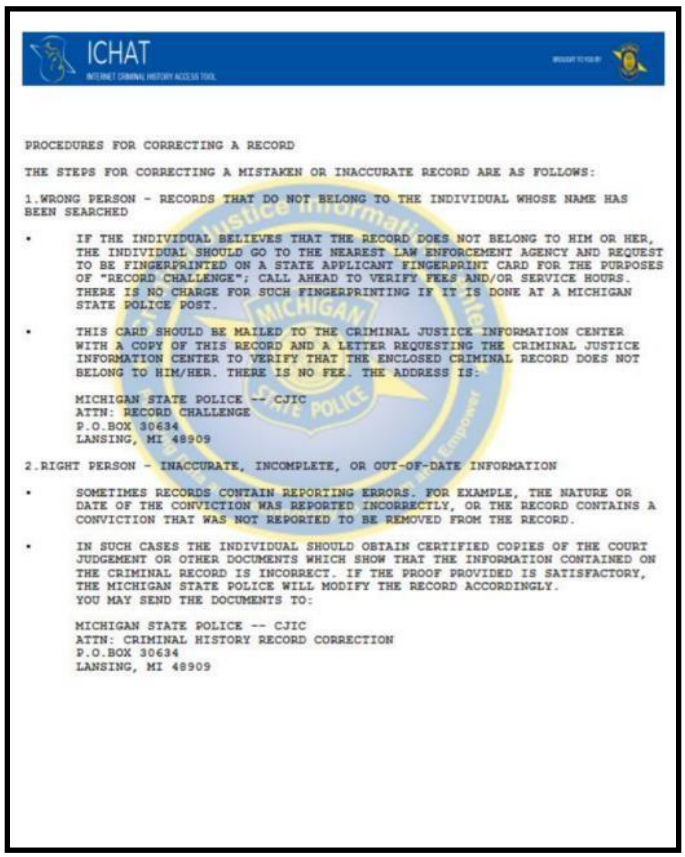
NAM: SVEN,ELROY

INCIDENT DATE: 07/11/2014

TCN/OCA: A014250064W/711
NAME USED: SVEN,ELROY

| ARREST SEGMENT | CHARGE SEGMENT | JUDICIAL SEGMENT |
|---|---|---|
| DATE: 07/11/2014 | NO DATA RECEIVED | DATE: 08/01/2014 |
| MI1111100 | | MI110025J |
| BERRIEN CO SHERIFF OFFICE | | 5TH DISTRICT COURT NILES |
| OCA: 711 | | CFN: 123 |
| 1 CNT OF 7700 ORDINANCE VIOL MISC FILE CLASS | | CNT-1 MCL 600.13481 ORDINANCE VIOL JURORS - DISCHARGE/DISCIPLINE FOR JURY SERVICE |
| DISP: NOTICE TO APPEAR | | 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.



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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 -- CJIC
  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 -- CJIC
  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.