



COLLEGE OF EDUCATION &  
HUMAN SERVICES

**OFFICE OF EDUCATOR  
PREPARATION PROGRAMS**

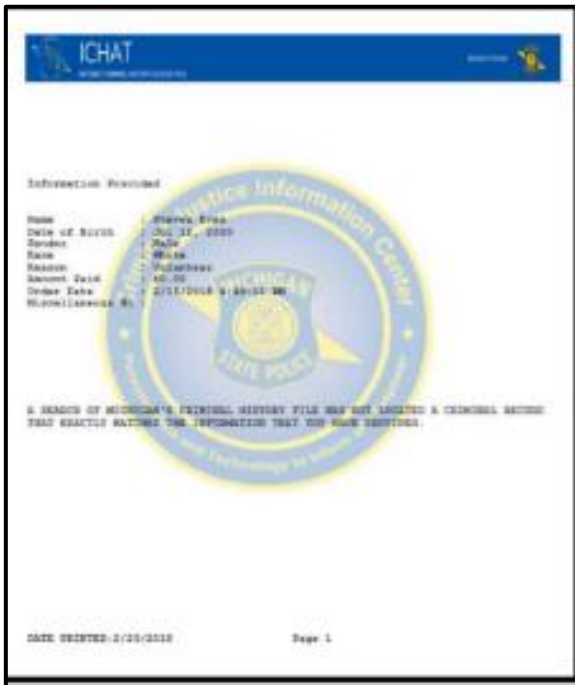
CENTRAL MICHIGAN UNIVERSITY

# **ICHAT Information and Directions**

# What is an ICHAT?

Michigan State Police Internet Criminal History Access Tool

It is a report of a person's publicly available criminal history in Michigan.



## ICHAT Requirement

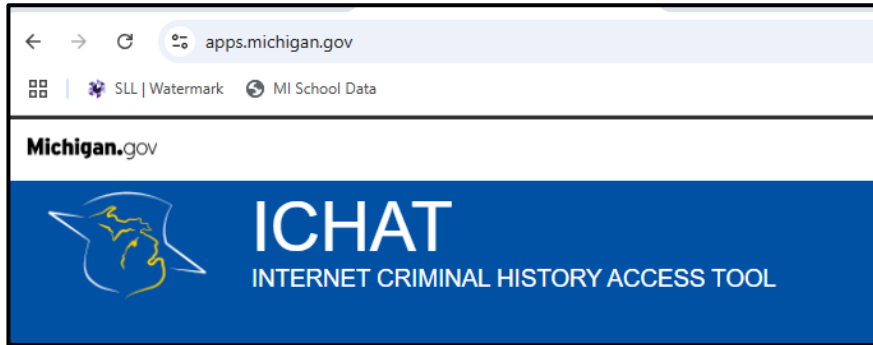
All students must have a current ICHAT on file with the OEPP before starting a field experience.

The report must be less than 1 year old.

Some field sites *may* require additional background checks, such as fingerprinting, and you will be notified if this applies.

ICHATs cost **\$10.00** and are processed immediately.

# Website



**Website for ICHAT:**

**<https://apps.michigan.gov/>**

**Scroll down until you see this section:**

## About ICHAT

ICHAT is the only public resource for name-based Michigan criminal history background checks.

There are tutorials for government/charitable users, billed users, pay-as-you go users, and guest users. [Click here for Tutorials.](#)

### Things to Remember About ICHAT:


- ICHAT search results are available to view and print online immediately once payment is approved. The results are available that day and for the next seven days; after the seventh day they will be deleted. The results are NOT mailed.
- The search result means that a check of the Michigan State Police criminal history file has been completed and is ready to view. It does not mean that a criminal record was or was not found that matched your entry.
- ICHAT reports may not be accepted by all organizations. Check with the agency requiring the background check before paying for an ICHAT search.
- Social security numbers and driver license numbers are not searchable.
- Users must verify their data is correct before submitting it. If a user submits inaccurate data (such as a duplicate search, a misspelled name or wrong gender) they should correct it before checking out of the shopping cart.
- To start using the ICHAT site, please click this link [LOGIN](#).

**Start Here**

# Access

Log in if you already have an account OR Log In as a Guest User.

Log in as a Guest User

I'm not a robot   
reCAPTCHA  
Privacy - Terms

I accept the [Terms and Conditions](#) of using ICHAT as a Guest User.

Select STUDENT in the dropdown under Reason for Search.  
Complete Background Search Information.

Add any additional names here.  
(e.g. maiden names)

For questions regarding automatic set aside please visit [www.michigan.gov/cleanstate](http://www.michigan.gov/cleanstate) or email [MSP-CRD-CSAAutomatic@michigan.gov](mailto:MSP-CRD-CSAAutomatic@michigan.gov)

### 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

<b>First Name*</b>	<b>Middle Name</b>	<b>Last Name*</b>	<b>Suffix</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select Suffix

<b>Date of Birth*</b>	<b>Race*</b>	<b>Gender*</b>	<b>SID - What's This?</b>
<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

# Submission

When information is complete, click Submit.

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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 - What's This?

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 Checkout 0 Clear

\* = Required

\*After clicking submit, confirm user responsibility by clicking YES. Then, click OK when you receive confirmation that your search was added to your order.

The Green Checkout Square will now show 1. Click it to proceed to checkout.

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Additional Names-->

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Submit Checkout 0 Clear

\* = Required

# Checkout

Click the checkbox next to your name.

Click "Check Out" to proceed to payment.

**Order Review** 🛒 1

Subtotal: \$10.00

There are pending searches waiting to be processed in your Shopping Cart. Click the box on the left 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"/>	<b>JANE DOE</b>	<b>\$10.00</b>	<b>x</b>
--------------------------	-----------------	----------------	----------

DOB: 1/1/2001  
Race: U  
Gender: U  
Created Date: 11/13/2023 10:16:35 AM  
Reason: Would Prefer Not to Answer  
Search type: Paid

**SUBTOTAL: \$10.00**

[Select All](#) [Remove All Items](#)

[Check Out](#)

PRINT THE SEARCH RESULTS IMMEDIATELY. IF YOU ARE UNABLE TO PRINT YOUR RESULTS, IT IS RECOMMENDED THAT YOU STOP YOUR SEARCH UNTIL YOU HAVE ACCESS TO A PRINTER. OTHERWISE YOU WILL BE REQUIRED TO PERFORM A NEW SEARCH AND PROVIDE PAYMENT. To receive a receipt via email, please enter a valid email address below. Entering your email address is optional. However, should you need to access your search results within the next seven days, you must enter your email address to receive your order and confirmation number. When attempting to access this information, click on "Searches" and choose "Retrieve Search Results – Guest User" in the drop down. If you do not enter an email address, you will not be able to access your results again. Print your receipt and results immediately.

Email Address (Optional):

[Continue](#)

You will be prompted to provide an email address.

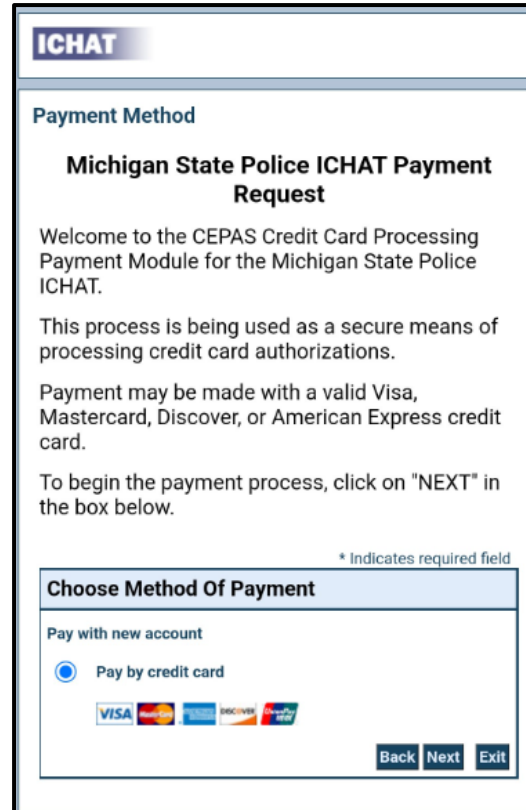
**OEPP requires a .pdf upload of the ICHAT document.**

**You will be able to download that document in the next steps.**

# Payment

Follow the prompts to complete the steps for payment.

Once you have completed payment, you will be sent to the search results page.




The screenshot shows a web interface for the Michigan State Police ICHAT system. At the top, there is a blue header with the text "ICHAT". Below this, the section is titled "Payment Method" and "Michigan State Police ICHAT Payment Request". The main text reads: "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 Visa, Mastercard, Discover, or American Express credit card. To begin the payment process, click on 'NEXT' in the box below." Below the text, there is a sub-section titled "Choose Method Of Payment" with a note "\* Indicates required field". Under this section, there is a radio button labeled "Pay with new account" and another radio button labeled "Pay by credit card", which is selected. Below the "Pay by credit card" option, there are logos for VISA, Mastercard, Discover, and American Express. At the bottom right of the form, there are three buttons: "Back", "Next", and "Exit".

Keep in mind:

- This website retains search results for seven (7) days only. Save or print them within that period. After seven days, a new search is required, and payment will be needed.

# Download

Check the box next to your search results.

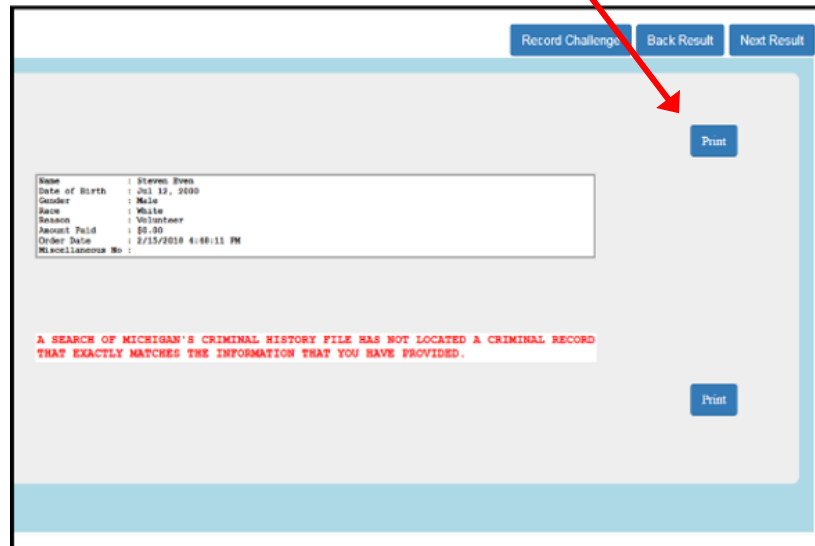


Excel PDF Column visibility Show 5 rows entries Search:

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	Ted Kilvington	vote4kilvington@sbcglobal.net
<input type="checkbox"/>	Jane	Doe	U	F	8/2/1987	1/5/2018	Freedom of Information	0	Ted Kilvington	vote4kilvington@sbcglobal.net

Showing 1 to 2 of 2 entries Previous 1 Next

Scroll down, click PRINT.



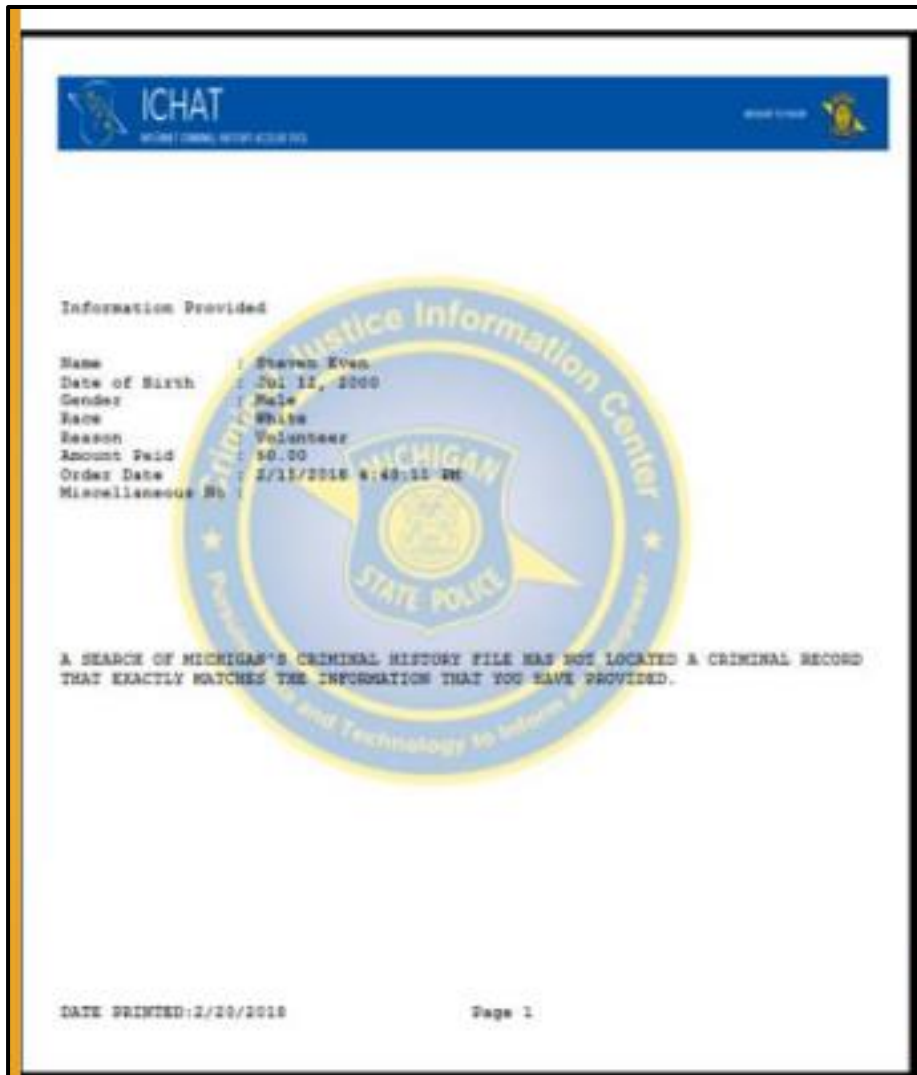
Record Challenge Back Result Next Result

Name : Steven Ewen  
Date of Birth : Jul 12, 2000  
Gender : Male  
Race : White  
Sexual : Volunteer  
Amount Paid : \$0.00  
Order Date : 2/15/2016 4:08:11 PM  
Miscellaneous No :

A SEARCH OF MICHIGAN'S CRIMINAL HISTORY FILE HAS NOT LOCATED A CRIMINAL RECORD THAT EXACTLY MATCHES THE INFORMATION THAT YOU HAVE PROVIDED.



A pop up will appear with your ICHAT Document.



SAVE the ICHAT Document in .pdf format.

This is what you will provide to the OEPP.

It is valid for 1 calendar year and can be used again.

# ICHAT Questions?

Please contact Stephanie Foote  
at the Office of Educator  
Preparation Programs

989-774-4411

[foote1sa@cmich.edu](mailto:foote1sa@cmich.edu)



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