

ICHAT

PROCEDURE TO SEARCH CRIMINAL HISTORY RECORDS, BY NAME, WITHOUT FINGERPRINTS:

The search by name is only for criminal convictions that may be on file. Most employment checks are by name only, unless fingerprints are required for licensing or by state law.

- Go to www.michigan.gov/ichat. You will be required to register with an email address as well as your name and address. All fields marked with an asterisk (*) are mandatory. You will need to create your own password; the password must be between 6 and 12 characters long, contain both letters and numbers, and it is case sensitive. **In order to properly display the page number and required information, the browser Internet Explorer must be used.**
- Once you have registered, click on "Search for Criminal History". You will be asked how many searches you wish to perform.
- You will then be prompted for credit card information. The cost is \$10.00 for each search, payable with a Visa or MasterCard credit or debit card.
- Once your credit card transaction has been approved, you will be sent to the search information page. All fields marked with an asterisk (*) are mandatory; the search cannot run without name, race, date of birth, and gender. You are also allowed up to three variations on a name.
Examples: Mary Jane Doe, Mary Jane Smith, Jane Doe, and Jane Smith can all be searched together.
- Once you click on the submit button, the search should be completed in less than a minute. You will still be on the search screen. Scroll down and you will be given the option of doing more searches or viewing the responses.
- When you view the response, click on the person's last name. You will either be told that the person has no record or you will be shown the person's conviction record.
- Make sure to print a copy of your record and bring with you when applying for your license.

Further Questions:

Phone (517) 322-1956

FAX (517) 322-0635

Email CJIC_applhelp@michigan.gov

Records Bureau Hours: Mon & Wed 12:30 pm - 4:30 pm;
Tues & Thu 8 am - 11:30am; 12:30 pm - 4:30 pm;
Fri 8 am - 11:30 am