

## CRIMINAL HISTORY CHECK

### **PUBLIC ACT 68 of 1993 Sec. 1230**

This act requires public and non public schools to conduct a criminal history check of new teachers, school administrators, school psychologists and other personnel required to hold State Board of Education approvals. Students interested in becoming certified teachers must supply a statewide criminal history check prior to admission to the College of Education and again prior to applying for certification.

**If you have criminal background issues, please provide a narrative describing the incident(s) from your perspective for review by a committee in the College of Education. If you do not provide this information at the time of application, your admission/certification will be delayed.**

- Have you ever been convicted of a felony?
- Have you ever been convicted of any other offense?
- Have you ever had a professional license or certification denied, suspended (for cause) or revoked?

A criminal history check, by name, without fingerprints may be accessed for a fee at <http://apps.michigan.gov/ICHAT/> (see the reverse side for directions).

Any person seeking admission to a teacher certification program who has been convicted of any offense must provide certified copies of all documents related to his/her conviction, including a "Judgment of Sentence". This document may be obtained from the court where the matter was adjudicated. After review by the College of Education Committee, the applicant will be notified in writing of the Committee's decision.

***Note: The State Board of Education may refuse to grant a teaching certificate to an applicant convicted, as an adult, of an act of immoral conduct contributing to the delinquency of a child, or a felony conviction.***

## INTERNET CRIMINAL HISTORY ACCESS TOOL (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.

1. Go to <http://apps.michigan.gov/ICHAT/>. Select **“Register”** from the list of links near the top. You will be required to register by entering a login ID, which must be a valid e-mail address. In addition, you will need to enter a password of your choice along with your name and address. All fields marked with an asterisk (\*) are mandatory. The password must be between 6 and 12 characters long, contain both letters and numbers, and is case sensitive.
2. An e-mail message will be sent to the e-mail address entered as your login ID. This message will contain your account activation code and a link to activate your account (you may wish to print this message for your records). If you use the link, the activation of your account is automatic. If you return to the ICHAT website and login, you will need to enter the activation code when prompted.
3. Select **“Background Search”** from the links on the left. Enter your information: Last Name, First Name, Middle Initial, Race, Sex, Month of Birth, Day of Birth, Year of Birth, and Social Security Number (optional) or Michigan Driver License Number (optional).
4. Once all information has been entered, select the **“Submit”** button.
5. Your order information will appear in a box on the right. Select the **“Checkout”** button.
6. Your order appears again and this time you need to check the box next to your name and then select the **“Checkout”** button.
7. Confirm your billing address and if correct, then select **“Next.”**
8. Enter your credit card information (American Express, Discover, Master Card, or Visa) and then select the **“Order Now”** button.
9. Confirmation will appear that your order has been received and your credit card has been approved. Select the **“View 7 Day Summary”** button (near the bottom of the screen).
10. Your search information will appear again and select the **“View Results”** button on the right.
11. A warning pop-up prompt appears. Read the prompt and select **“okay.”**
12. Select the **“Printer Friendly Results”** link found under your name.
13. Select the **“Print”** button and print your report.

For further assistance, please e-mail  
[cjicapplhelp@michigan.gov](mailto:cjicapplhelp@michigan.gov) or call (517) 322-1956.

## PROCEDURES FOR CORRECTING AN ICHAT RECORD

### 1. 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 State Police Post and request to be printed on a state applicant fingerprint card for employment/volunteer/licensing purposes. There is no charge for such fingerprinting if it is done at a Michigan State Police post.

The card should be mailed to the Criminal Justice Information Center with a copy of the ICHAT record and a letter requesting the Criminal Justice Information Center to verify that the enclosed criminal record does not belong to him or her (attach the ICHAT Criminal History Report). There is no fee. The address is:

Michigan State Police – CJIC  
Attn: Record Challenge  
PO Box 30634  
Lansing, MI 48913

(517) 322-6766  
Officer Johanna Richardson  
State that you call is regarding a “record challenge for a false positive report from ICHAT.”

### 2. Inaccurate Records

Sometimes records inadvertently contain errors. For example, the nature or date of the conviction might be wrong, or the record might contain a conviction that should have been removed from the record.

In such cases, the individual should obtain certified copies of the court judgment or other documents which show that the information contained on the criminal record is incorrect. If the proof is satisfactory, the Michigan State Police will modify the record accordingly.