

## Community Dispute Resolution Program

### INSTRUCTIONS FOR CONDUCTING ICHAT AND CENTRAL REGISTRY BACKGROUND CHECKS

May 13, 2009

#### **ICCHAT (Internet Criminal History Access Tool)**

1. Apply for a nonprofit charitable agency code.

All ICHAT fees for screening employees and volunteers are waived for non-profit charitable organizations that are properly registered in ICHAT with a nonprofit charitable agency code. In order to process a request for an agency code to waive the ICHAT fees, the following information needs to be sent to the ICHAT Coordinator, Michigan State Police.

In the center's request for a nonprofit charitable agency code, include the following information:

- the name, address, and phone number of the organization
- the name and e-mail address of a contact person
- the number of additional users
- the estimated number of searches per year
- the organization's federal ID number, and
- a copy of the 501(C)(3) letter from the Internal Revenue Service stating that the center is a federally recognized church/non-profit charitable organization.

Send or fax the information as provided below. Allow 3 to 4 weeks for processing.

Ted Kilvington  
ICCHAT Coordinator  
Michigan State Police  
Criminal Records Division  
106 W. Allegan  
Lansing, Michigan 48933  
Tel. 517.322.1377  
Fax 517.322.0635  
[cjicichathelp@michigan.gov](mailto:cjicichathelp@michigan.gov)

2. Obtain the criminal background record

A. Upon receiving the center's nonprofit code from the Michigan State Police, visit the following site: <http://apps.michigan.gov/ichat/home.aspx>

B. Select "Background Search" from the menu on the left

C. For first time users, select “Register to create an ICHAT account” and enter the information requested. Enter the previously obtained nonprofit code in the space provided.

D. Follow the login instructions. If the non-profit code is not accepted or if you experience other login problems, please contact the ICHAT Coordinator.

E. Enter names and identifying information for any number of persons for whom the center wishes a report prior to “checking out.”

F. Upon check out, a list of persons appears; review each report.

G. Follow the center policy on responding to any finding of criminal history.

### **CRIMINAL REGISTRY (Child Abuse and Neglect Central Registry)**

1. Obtain a blank “Request for Central Registry Clearance” DHS-194 form. The form can be obtained via this site:

[http://www.michigan.gov/dhs/0,1607,7-124-5452\\_7119\\_48330-180331--,00.html](http://www.michigan.gov/dhs/0,1607,7-124-5452_7119_48330-180331--,00.html)

2. Either the center or the staff/volunteer can submit the form (together with a copy of a current picture identification) to their local DHS office. The form should include the following language: Please send a copy of the report to the following Michigan non-profit organization for which I am [under consideration for employment, employed, under consideration for volunteer, or volunteering] (choose one): [include center contact information]. A list of DHS offices appears at:

<http://www.michigan.gov/dhs/0,1607,7-124-5461---,00.html>

If the staff/volunteer reside in a local DHS service area that is different than the DHS service area of the center, the form should be submitted to the DHS office serving the staff/volunteer. The center should submit the form to its local DHS office.

c. Follow up with the staff/volunteer if the center does not receive a clearance report. DHS only provides a report IF the person requesting the clearance does NOT appear on the registry. If the center does not receive a report back from DHS, the center should follow the process outlined in its policy.