User Manual

PreEnrollment for Fingerprint-based Criminal History Check

CCHRS Web Portal

Connecticut Criminal History Records Search





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Introduction

This document provides information for users of the CCHRS Web Portal who want to be preenrolled for a fingerprint-based background check.

The Connecticut Criminal History Records Search (CCHRS) provides the public, authorized agencies, and authorized users with access to fingerprint-based and name-based background checks.

Getting Started

Go to https://ct.flexcheck.us.idemia.io/CCHRSPreEnroll



Connecticut Criminal History Request System



PreEnrollment

Welcome to the Connecticut Criminal History Record System (CCHRS)! Your use of this site implies that you acknowledging that you are submitting a preenrollment request for a fingerprint-based criminal history check for an authorized recipient within the State of Connecticut.

> NOTE: Results (PDF Documents) may not be viewable on all devices. For best results, use a desktop or laptop.

Pre Enrollment

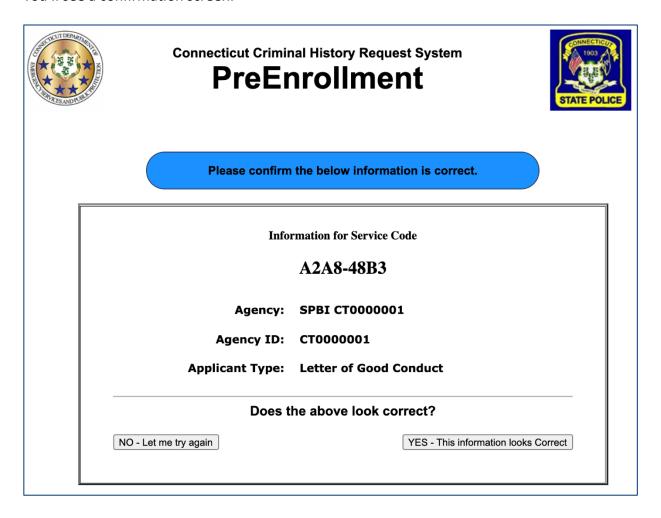
The agency (or entity) that is asking you to be fingerprinted should have given you a 'Service Code.' Please enter that code here:



NOTE: If you have a CCHRS account, you can sign in here.

Enter your two-part code into the Service Code boxes, then Click "Submit Service Code." This code should have been provided to you by the entity or agency that is asking you to be fingerprinted.

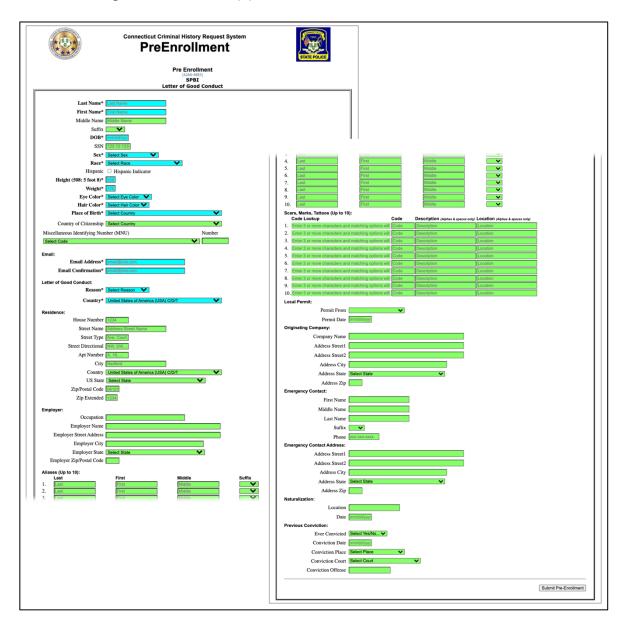
You'll see a confirmation screen.



Click the "NO – Let me try again" button if you've made a mistake entering the code. Click the "YES – This information looks Correct" button if you've entered the correct code and want to continue.

Entering Your Information

You'll enter your contact information and some demographic information on this form, then click the Submit button to submit the information. All mandatory fields are blue and have bolded headings with an asterisk (*).



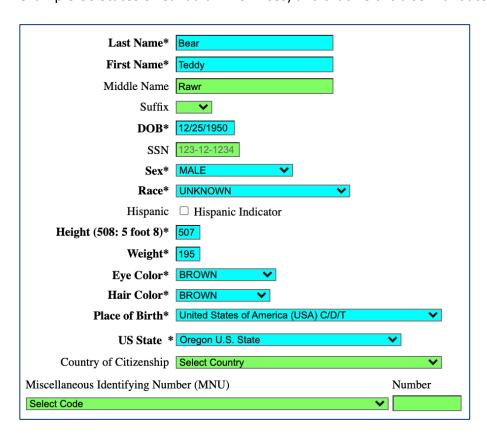
When you finish filling out all the mandatory fields and any optional areas, click the button in the bottom right of the screen.

Submit Pre-Enrollment

The following sections of this document will briefly describe areas of the form.

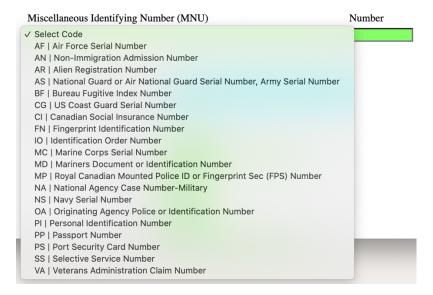
Name and Demographic Info

Enter your name and demographic information in the first few fields. Most of these fields are required. Certain selections under Place of Birth will cause an additional field to appear (for example US States or Canadian Provinces) and that field is also mandatory.



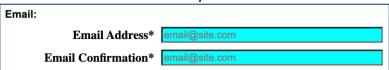
Your country of citizenship is an optional field; select your response from the drop-down menu.

For Miscellaneous Identifying Number, pick a type of number from the drop down, then type the number in the Number field.



Email

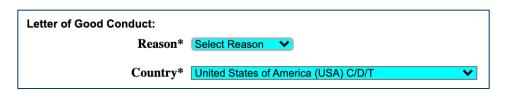
These two fields are mandatory.



Make sure you enter your email address correctly and then type it exactly the same in the Email Confirmation field. This email address will be used to provide you with information about your fingerprint background check, including information regarding a successful pre-enrollment that you will need to provide at the fingerprint session.

Letter of Good Conduct

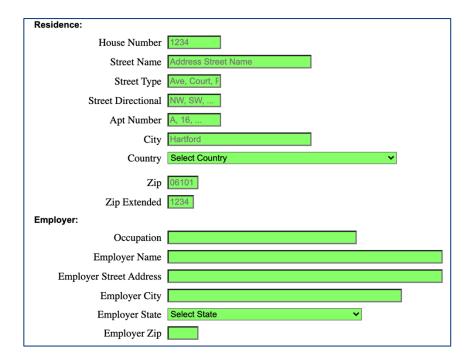
If the service code you entered indicates you are applying for a Letter of Good Conduct then this section will be visible; it won't be seen by those not applying for the Letter. These fields are mandatory if you are applying for a Letter.



Select a reason for your Letter from the drop down, and then select what country the Letter is for.

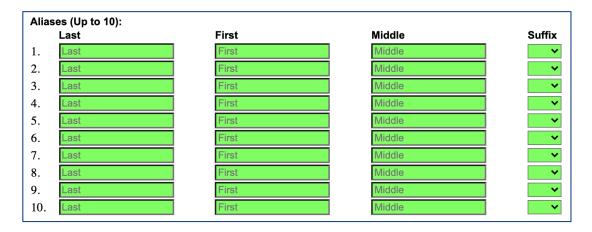
Residence and Employer Information

The fields in these two sections are optional. Certain selections under Country will cause an additional field to appear (for example US States or Canadian Provinces).



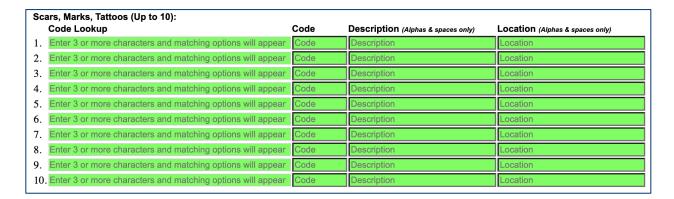
Aliases

You can also optionally add any known aliases, such as your maiden name if your married name is different.



Scars, Marks, and Tattoos

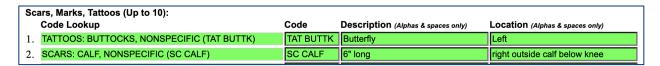
If you have any identifiable scars, marks, or tattoos you use this section to optionally document them.



Click into the first field and begin typing a description of the item you are documenting, such as "tatt" for a tattoo. A popup will appear with suggestions. You can scroll through the suggested options to find the best match.



The Code field will be automatically filled in based on what you select for Code Lookup. Use the Description and Location fields to give more information on the item.



Local Permit

If you have received a local permit and know the number, you can use these options to enter that information.

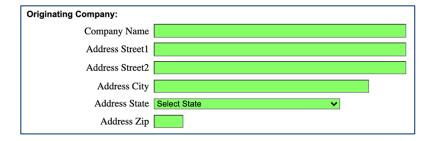


For Permit From, pick a county from the drop down, then type the permit date in the date field.



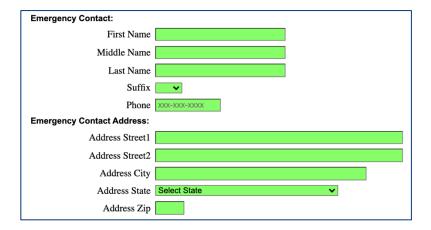
Originating Company

You can optionally add information on the company that originated the background check request.



Emergency Contact Information

If you want to add an emergency contact, use the following sections to include their name and address information.



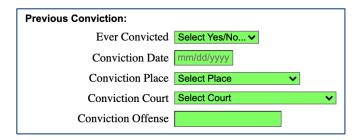
Naturalization

If you are a naturalized citizen, you can use the following fields to enter that information. Type the location and the date it occurred.



Previous Conviction

If you've been convicted of a previous offense in the State of Connecticut, please enter information in this section.



Select Yes, No, or Unknown from the Ever Convicted drop down, then enter the conviction date. Select the county and court from the next two drop downs, and type the offense in the final field.

Submitting Your Information

When you click the Submit button you'll see a confirmation screen.

- If your type of PreEnrollment **does not require** you to pay a fee, or is invoiced, please turn to Final Confirmation & Transaction Number on page 12 to see your confirmation screen.
- If your type of PreEnrollment **requires** you to pay a fee you'll see a confirmation screen like the one shown below that shows the total amount due.



Connecticut Criminal History Request System PreEnrollment



The total charge for submitting your PreEnrollment: \$75.00

NOTE: This will take you to a separate site where you can take care of payment.

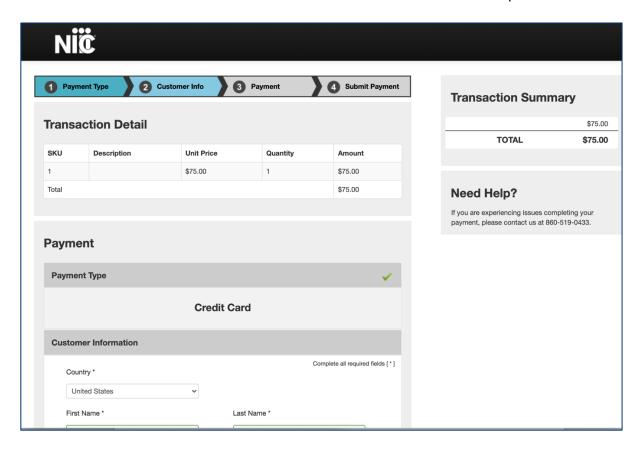
Go Back

CONTINUE

Click the CONTINUE link to go to the external payment processor, or click the Go Back link to make any changes to your PreEnrollment.

Payment

CCHRS uses an external payment processor to take payment. You'll need your credit card information handy to enter it on the screen. The processing screen has fields for entering your name and address information as well as for the credit card number and expiration date.



Fill out the screen completely and hit submit.

Final Confirmation & Transaction Number

If your information was submitted successfully you'll see the word "SUCCESS" in red near the top of the screen.



If you need to enter an additional subject for PreEnrollment, click "Start a new request" at the bottom of the screen to go back to the screen where you enter the Service Code. If you are done entering subjects, click the "I am DONE, end this session" link.

PreEnrollment Email

An email will be sent to the address you entered on the form containing your tracking number and a bar code for the fingerprint location.



STATE OF CONNECTICUT





06/15/2021 BEAR TTTTTC TEDDY

Please present the Applicant Tracking Number below at the fingerprint location. It will identify both the reason for your fingerprint request and the agency or entity receiving the results. You must provide this number in order to be fingerprinted. Please also bring a government issued form of identification.

Applicant Tracking Number: 21T0001086



You need to print off the email to take with you to the fingerprint location.