







# Application for Gasoline Service Station

Please mail completed form & fees to:  
Livonia City Clerk  
33000 Civic Center Drive, Livonia, MI 48154-3097

Make checks payable to 'City of Livonia'  
Phone: (734) 466-2228

## How to Complete a Michigan ICHAT

Effective October 1, 2005, the Criminal Justice Information Center (CJIC) no longer processes mailed-in or faxed-in requests for name-only criminal history background checks. All background checks without fingerprints must be performed using the Internet Criminal History Access Tool (ICHAT) via the Internet. These are the same responses that previously were sent via the mail. Any requests received by mail or fax will be returned unprocessed. The steps to use ICHAT are outlined below.

### STEP 1 – Register an account in ICHAT

To access ICHAT, go to <https://apps.michigan.gov/>. To begin, click 'Log in'. For first time users, click on 'New User? Click here to register'. Follow instructions on the web page and fill out all required fields. Register only once. If you are a returning user, just log in using your username and password.

### STEP 2 - Running searches in ICHAT

After logging into ICHAT, you will need to click on BACKGROUND SEARCH. You will need to enter the information of the individual being searched; then either click SUBMIT or hit the ENTER key. A pop-up window will come up saying "Search in Progress"; when that is gone you will be back at the "Background Search" page. You may then perform another search or you may click on the "Checkout" button to pay for the searches. You will then need to enter your credit/debit card information. ICHAT accepts Visa, MasterCard, American Express, and Discover.

### STEP 3 – Viewing search results in ICHAT

Either click on "View 7 Day Summary" on the main page or click on "View Responses" on the background search page. On the summary page, click on the "View Results" button for the individual searched and their criminal history background check response sheet will appear. You should print the response sheet out for your records; ICHAT will only keep the responses available for six days after you run them, after that you will have to pay to access them again. Print the first page of the results (with the Michigan State Police seal in the background) and include that with your application. **IT MUST BE WITHIN 30 DAYS OF SUBMITTING YOUR APPLICATION.**

If you have questions, please contact the ICHAT help desk at (517) 241-0606 or the ICHAT Coordinator at (517) 241-0713. Tutorials are also available at:

<https://apps.michigan.gov/Home/Tutorials?q=MIGPpWZJC+eyoP6U6CpNUg==%27>

Please do not contact the City of Livonia.

**\*Please note that if your driver's license or state ID was issued by a state other than Michigan, you will need to submit a background check from THAT state instead of an ICHAT\***