User Manual

PreEnrollment for Fingerprint-based Criminal History Check

CCHRS Web Portal

Connecticut Criminal History Records Search

Document Revisions

Date	Version Number	Name of Person Revising/Changing	Document Changes
04/29/2021	1.001a	Tamra	Initial Draft (alpha)
05/01/2021	1.001b	Tamra	Interface changes
05/09/2021	1.001.c	Tamra	New screenshots
06/15/2021	1.001d	Tamra	New screenshots

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Introduction

This document provides information for users of the CCHRS Web Portal who want to be pre-enrolled for a fingerprint-based background check.
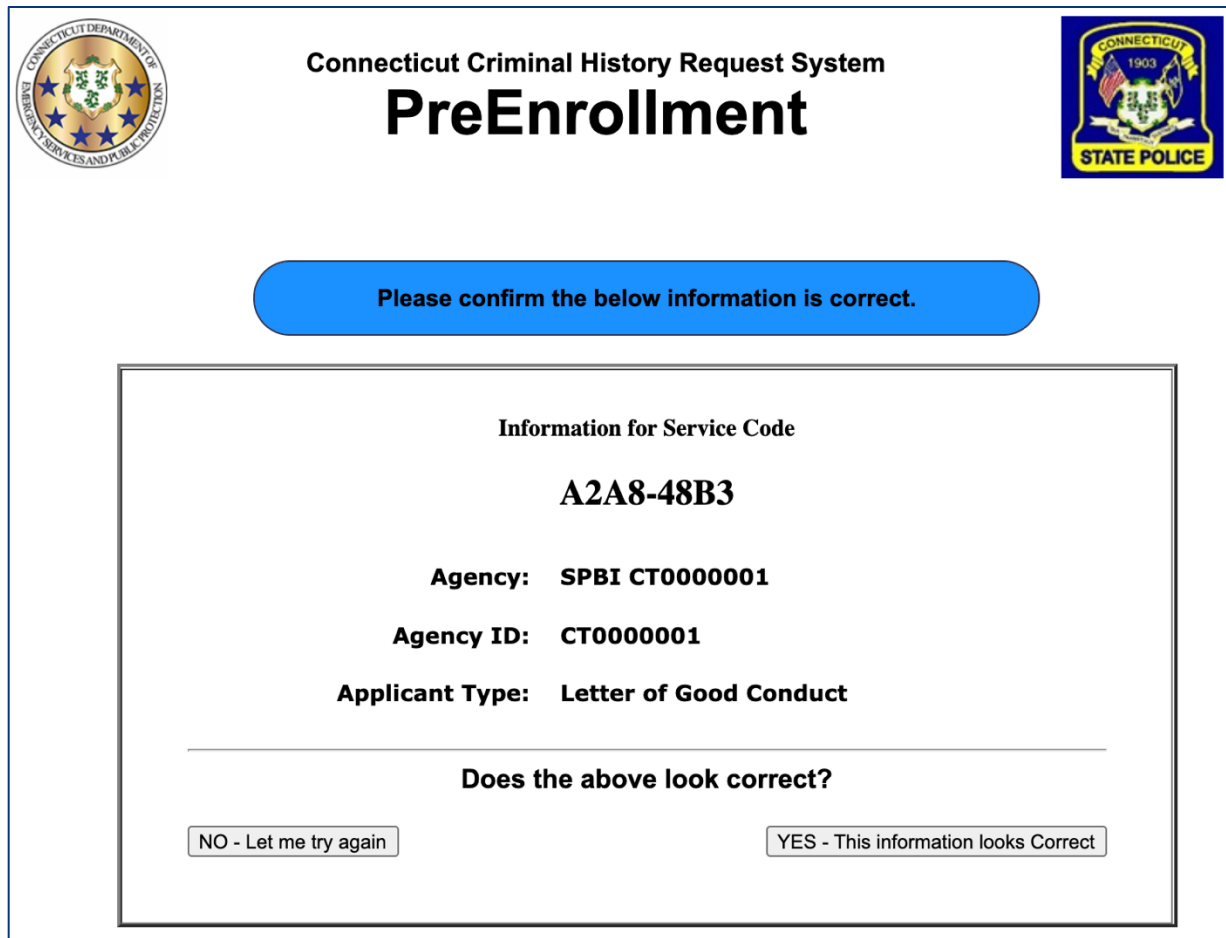
The Connecticut Criminal History Records Search (CCHRS) provides the public, authorized agencies, and authorized users with access to fingerprint-based and name-based background checks.

Getting Started

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

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. See sample screen below:

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.

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.

Miscellaneous Identifying Number (MNU)   Number

✓ Select Code
AF | Air Force Serial Number
AN | Non-Immigration Admission Number
AR | Alien Registration Number
AS | National Guard or Air National Guard Serial Number, Army Serial Number
BF | Bureau Fugitive Index Number
CG | US Coast Guard Serial Number
CI | Canadian Social Insurance Number
FN | Fingerprint Identification Number
IO | Identification Order Number
MC | Marine Corps Serial Number
MD | Mariners Document or Identification Number
MP | Royal Canadian Mounted Police ID or Fingerprint Sec (FPS) Number
NA | National Agency Case Number-Military
NS | Navy Serial Number
OA | Originating Agency Police or Identification Number
PI | Personal Identification Number
PP | Passport Number
PS | Port Security Card Number
SS | Selective Service Number
VA | Veterans Administration Claim Number

Email

These two fields are mandatory.

Email:

Email Address*	email@site.com
Email Confirmation*	email@site.com

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.

Letter of Good Conduct:

Reason*	Select Reason
Country*	United States of America (USA) C/D/T

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).

Residence:

House Number	1234
Street Name	Address Street Name
Street Type	Ave, Court, F
Street Directional	NW, SW, ...
Apt Number	A, 16, ...
City	Hartford
Country	Select Country ⌄
Zip	06101
Zip Extended	1234

Employer:

Occupation	
Employer Name	
Employer Street Address	
Employer City	
Employer State	Select State ⌄
Employer Zip	

Aliases

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

Aliases (Up to 10):

	Last	First	Middle	Suffix
1.	Last	First	Middle	⌄
2.	Last	First	Middle	⌄
3.	Last	First	Middle	⌄
4.	Last	First	Middle	⌄
5.	Last	First	Middle	⌄
6.	Last	First	Middle	⌄
7.	Last	First	Middle	⌄
8.	Last	First	Middle	⌄
9.	Last	First	Middle	⌄
10.	Last	First	Middle	⌄

Scars, Marks, and Tattoos

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

Scars, Marks, Tattoos (Up to 10):			
Code Lookup	Code	Description *(Alphas & spaces only)*	Location *(Alphas & spaces only)*
1. Enter 3 or more characters and matching options will appear	Code	Description	Location
2. Enter 3 or more characters and matching options will appear	Code	Description	Location
3. Enter 3 or more characters and matching options will appear	Code	Description	Location
4. Enter 3 or more characters and matching options will appear	Code	Description	Location
5. Enter 3 or more characters and matching options will appear	Code	Description	Location
6. Enter 3 or more characters and matching options will appear	Code	Description	Location
7. Enter 3 or more characters and matching options will appear	Code	Description	Location
8. Enter 3 or more characters and matching options will appear	Code	Description	Location
9. Enter 3 or more characters and matching options will appear	Code	Description	Location
10. Enter 3 or more characters and matching options will appear	Code	Description	Location

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.

MEDICAL: IMPLANTS (INCLUDING MICRODERMAL, SUBDERMAL, TRANSDERMAL, BRAILLE TATTOO, BODY MONITORING DEVICE) (IMPLANT)
TATTOOS: ABDOMEN (TAT ABDOM)
TATTOOS: ANKLE, NONSPECIFIC (TAT ANKL)
TATTOOS: ARM, NONSPECIFIC (TAT ARM)
TATTOOS: BACK (TAT BACK)
TATTOOS: BREAST, NONSPECIFIC (TAT BREAST)
TATTOOS: BUTTOCKS, NONSPECIFIC (TAT BUTTK)
TATTOOS: CALF, NONSPECIFIC (TAT CALF)
TATTOOS: CHEEK, NONSPECIFIC (TAT CHEEK)
TATTOOS: CHEST (TAT CHEST)

tatt | Code | Description | Location

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.

Scars, Marks, Tattoos (Up to 10):			
Code Lookup	Code	Description *(Alphas & spaces only)*	Location *(Alphas & spaces only)*
1. TATTOOS: BUTTOCKS, NONSPECIFIC (TAT BUTTK)	TAT BUTTK	Butterfly	Left
2. SCARS: CALF, NONSPECIFIC (SC CALF)	SC CALF	6" long	right outside calf below knee

Local Permit

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

Local Permit:
Permit From [▾]
Permit Date mm/dd/yyyy

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

✓
ABINGTON
ADDISON
ALLINGTOWN
AMESVILLE
AMSTON
AMSTON LAKE
ANDOVER
ANDOVER CENTER
ANDOVER LAKE
ANSONIA
ASHFORD
ATTAWAUGAN
AVON
BAKERSVILLE
BALLOUVILLE
BALTIC
BANKSVILLE
BANTAM
BARKHAMSTED
BEACON FALLS
BECKLEY
BELLE HAVEN
BELLTOWN
BERLIN
BETHANY
BETHEL
BETHLEHEM
BLACK HALL
▼

Originating Company

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

Originating Company:

Company Name	
Address Street1	
Address Street2	
Address City	
Address State	Select State ⌄
Address Zip	

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.THIS APPLIES TO DDS QUALIFIED PROVIDERS

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. See sample tracking number and bar code below:

STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Bureau of Identification

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.