User Manual

PreEnrollment for Fingerprint-based Criminal History Check

CCHRS Web Portal

Connecticut Criminal History Records Search

PREPARED BY
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WWW.FORSE.COM

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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

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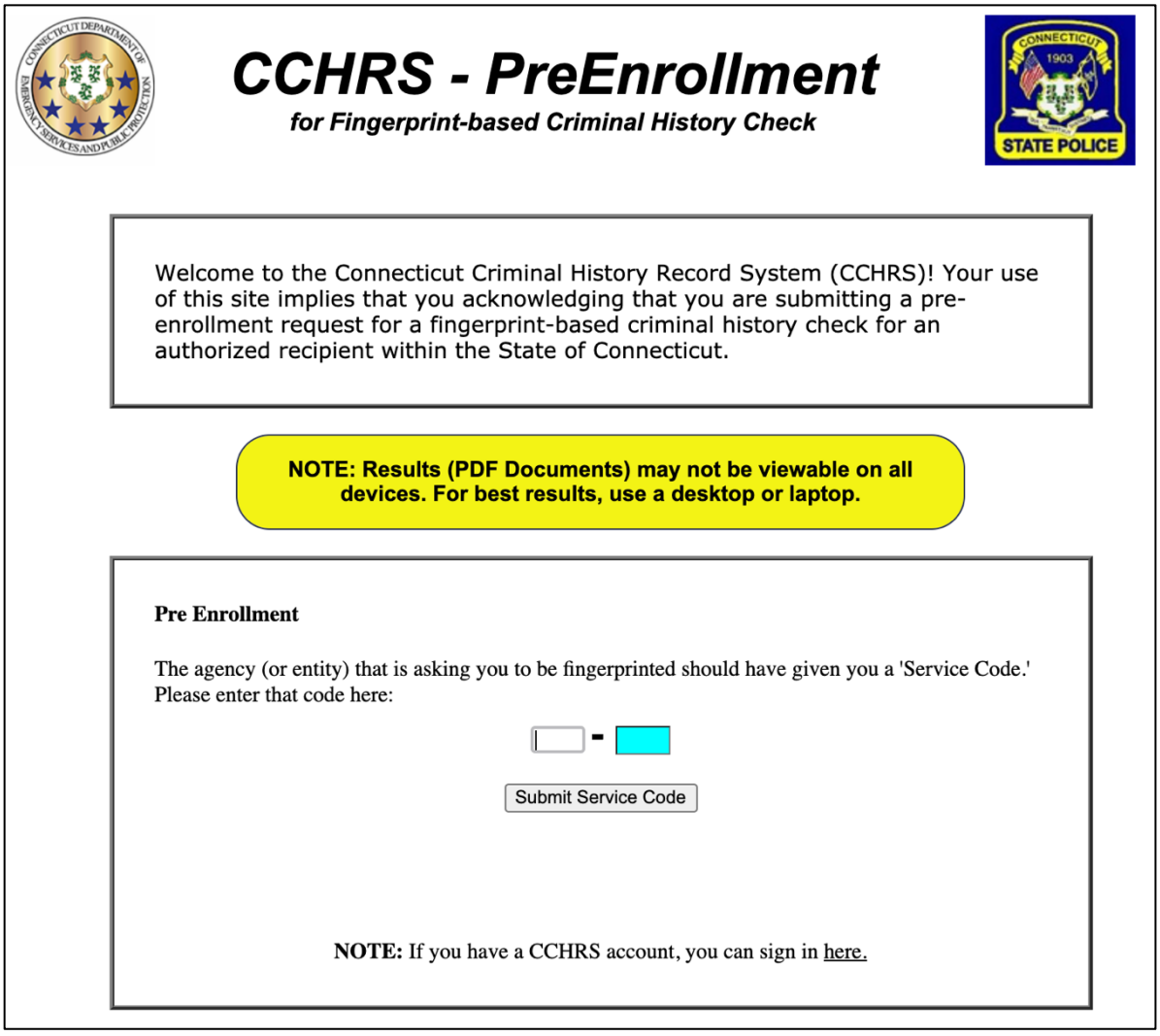
Introduction

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.

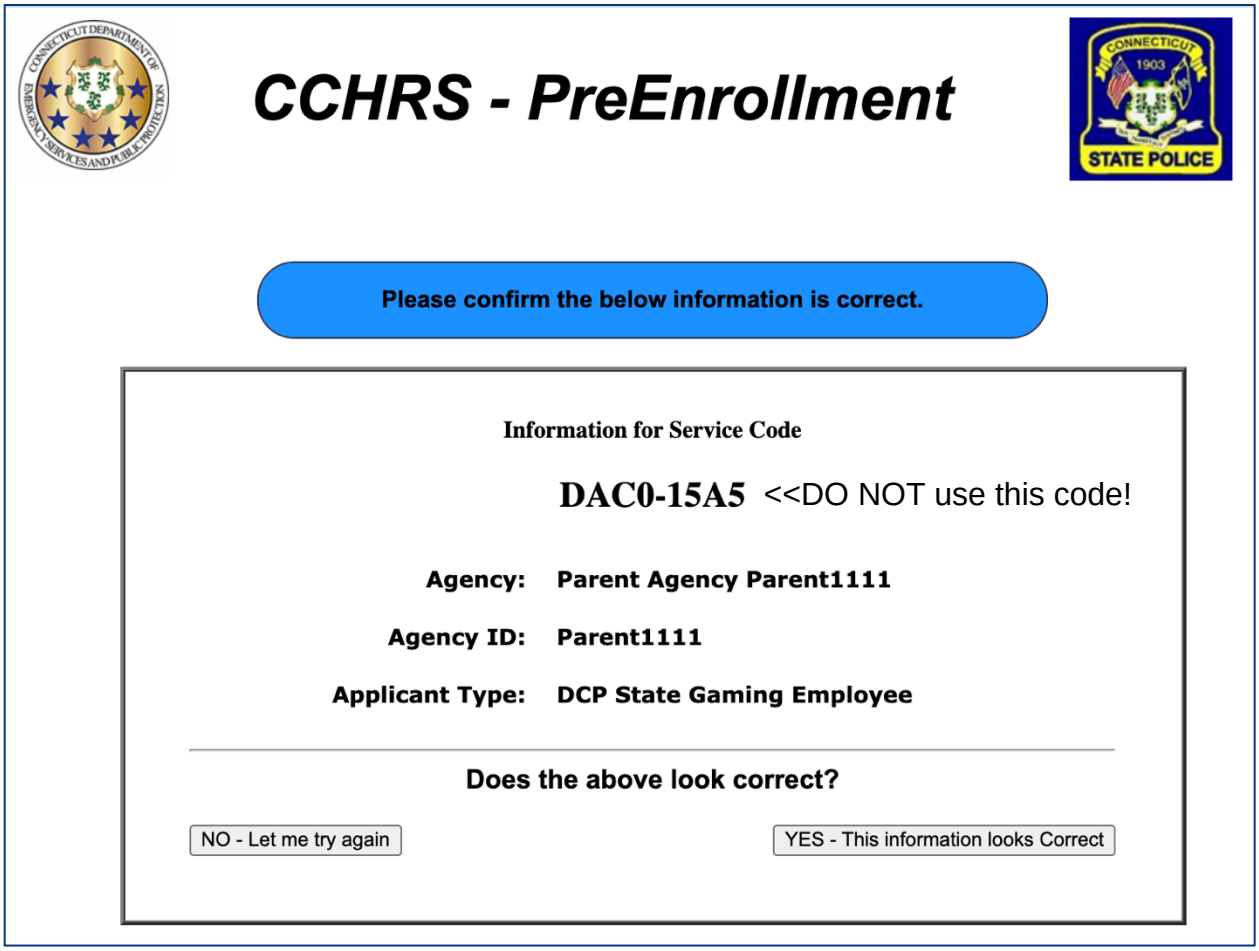
Getting Started

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.

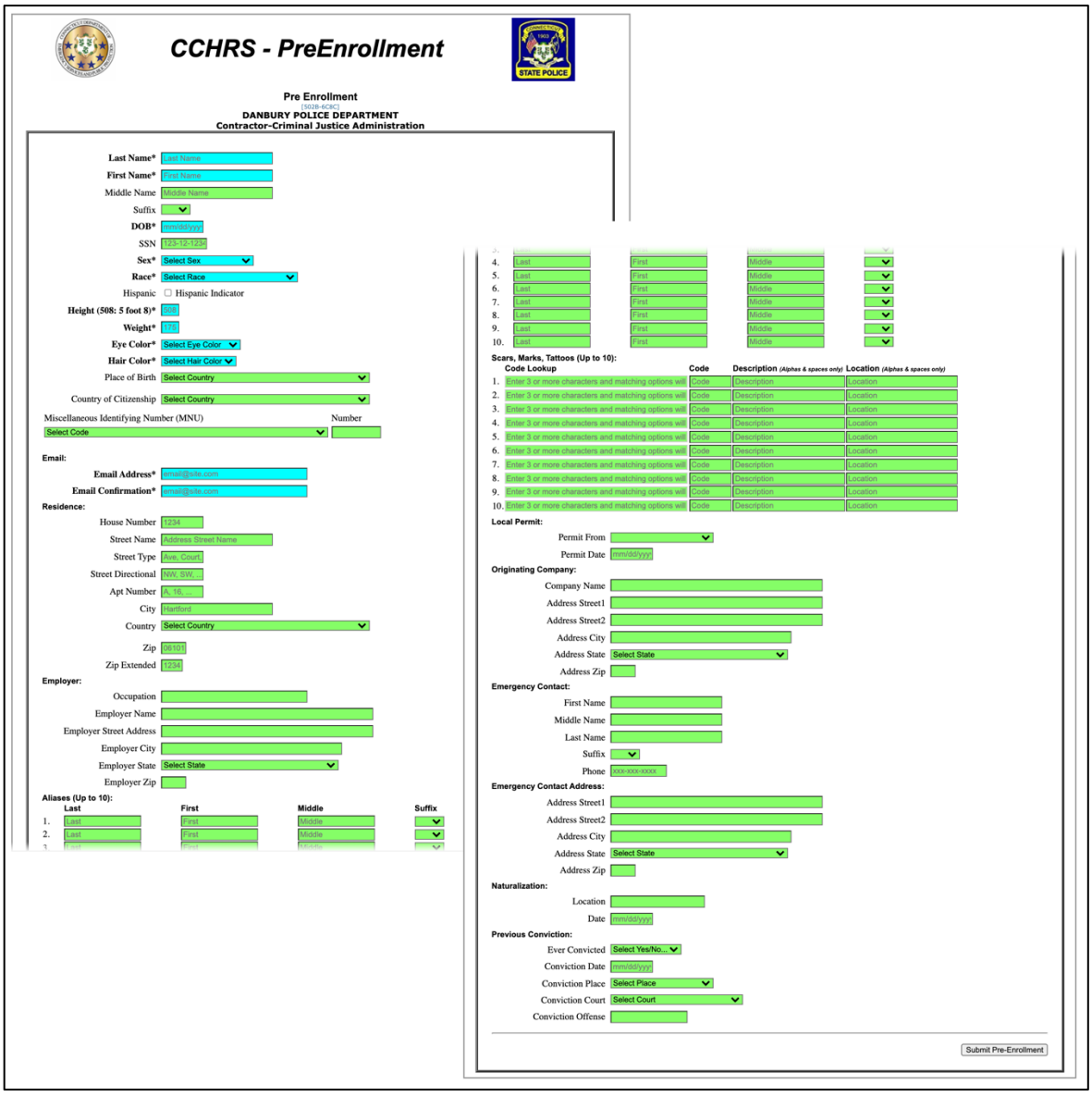
You’ll see a confirmation screen.



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.

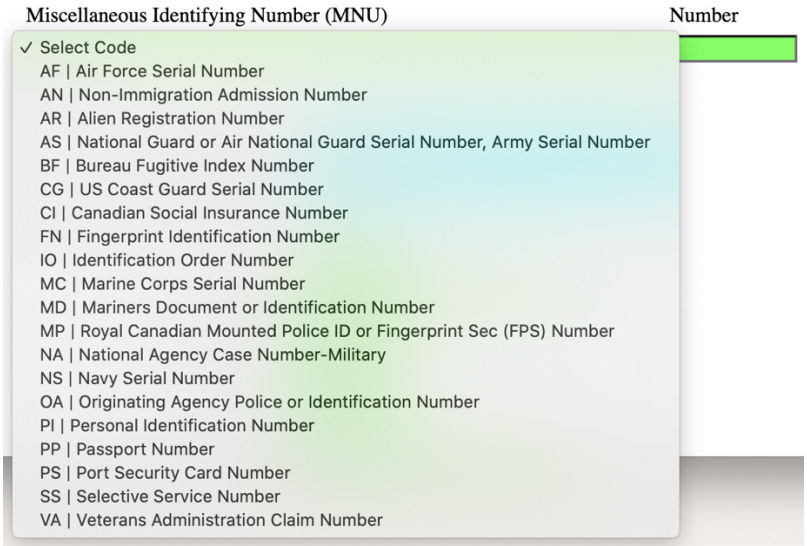
The following sections of this document will briefly describe areas of the form.

Name and Demographic Info

Enter your name and demographic information in the first few fields. Most of these fields are required.

Your place of birth and country of citizenship are optional fields; select your responses from the drop-down menus.

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



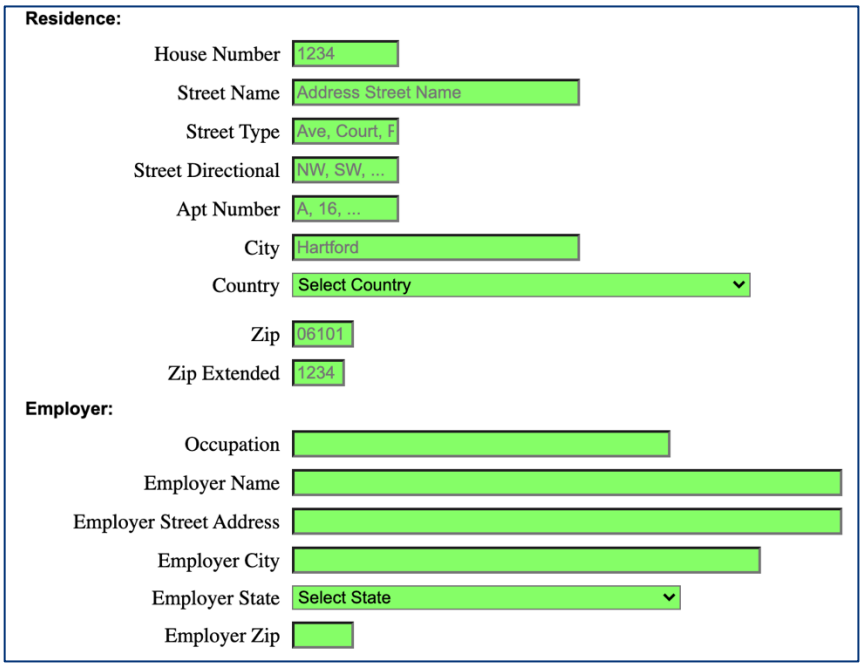
Email

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, since this email will be used to send you information on your background check.

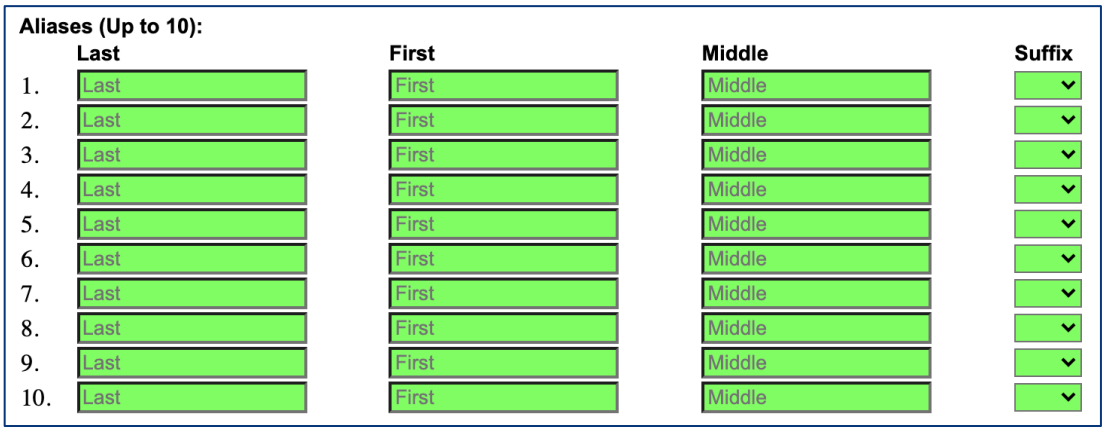
Residence and Employer Information

The fields in these two sections are optional.



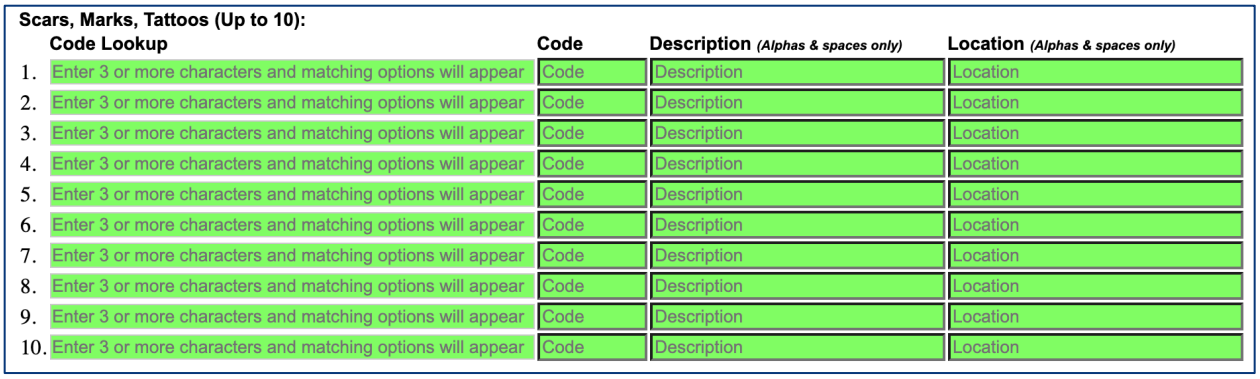
Aliases

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

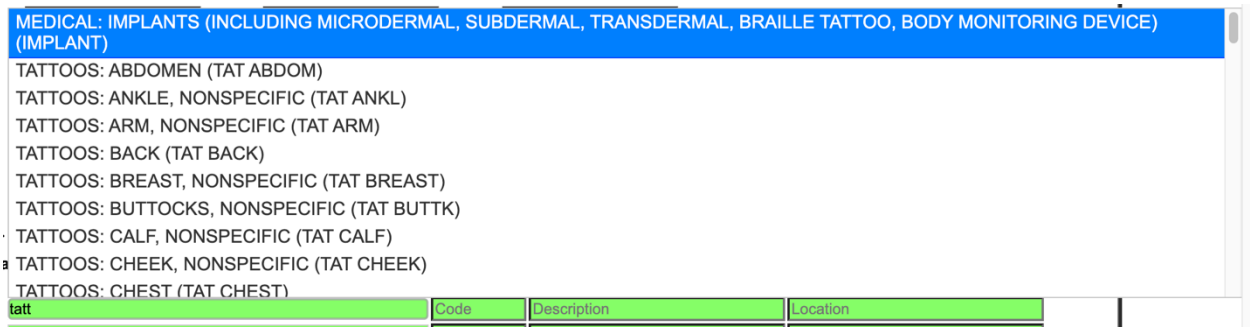


Scars, Marks, and Tattoos

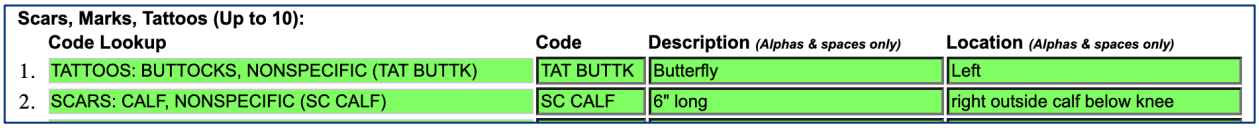
If you have any identifiable scars, marks, or tattoos you use this section to document them.



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.

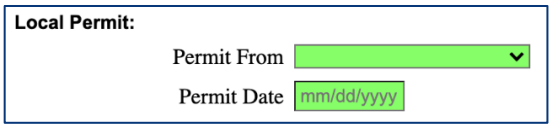


Use the Description and Location fields to give more information on the item.

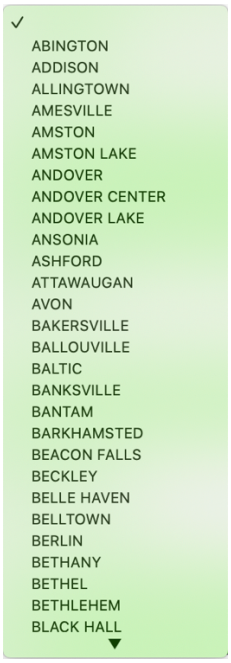


Local Permit

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

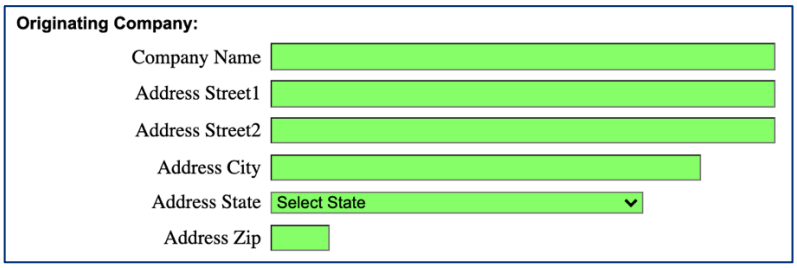


Pick a county from the drop down, then type the permit date in the date field.



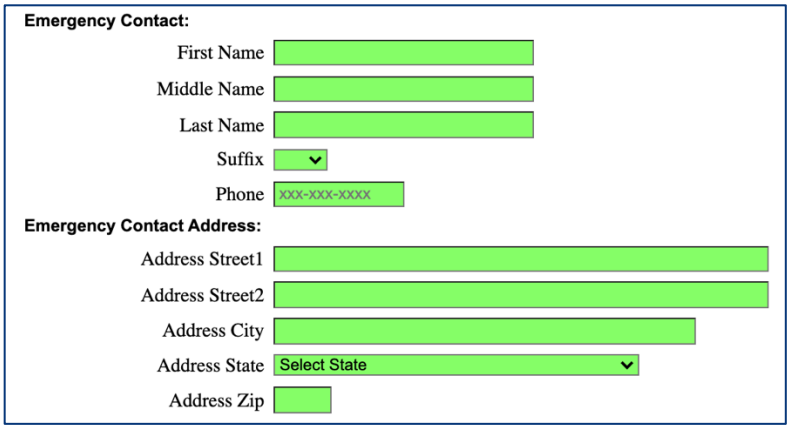
Originating Company

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.

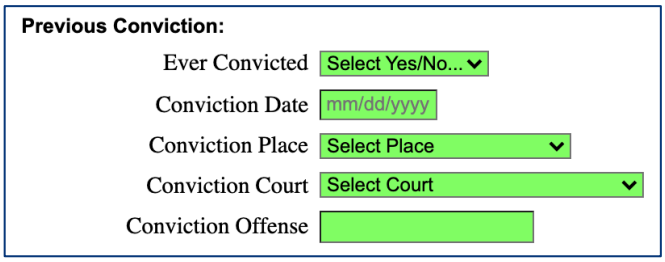


Naturalization

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

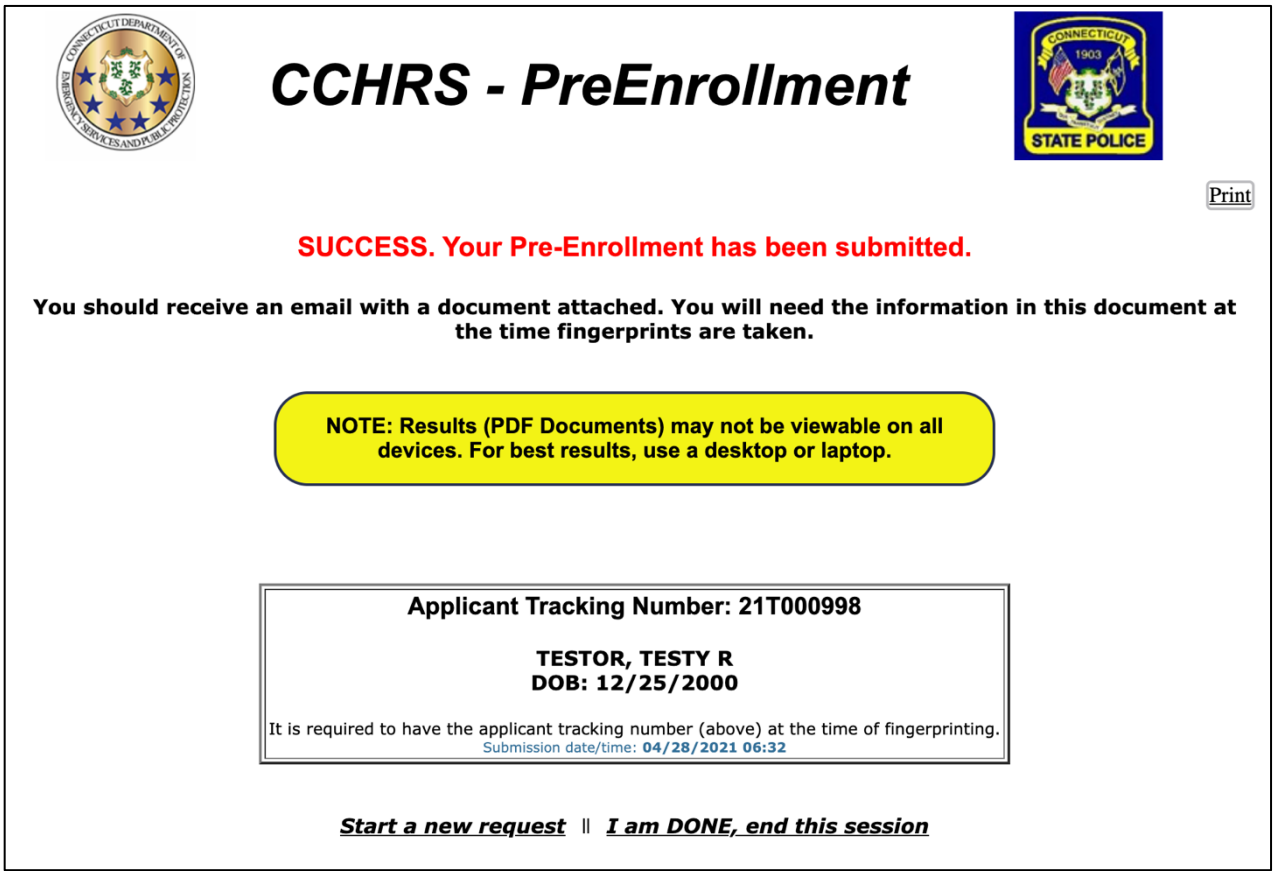
If you've been convicted of a previous offense in the state of Connecticut, please enter information in this section.



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 the following confirmation screen.



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

Click the "Print" link on the top right of the screen to print off the page showing the tracking number. You'll need this number when you go to get your fingerprints.

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're done entering subjects, click the "I am DONE, end this session" link.