



# State of Connecticut Connecticut State Police National Criminal History Record Information for Noncriminal Justice Purposes

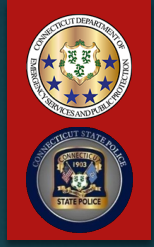




This document is designed to guide criminal justice and noncriminal justice agencies, with access to national **criminal history record information (CHRI)** for noncriminal justice purposes, with compliance and the audit process.

**All agencies with access to National CHRI, in any form, will be subjected to an audit.**





What is NGI ?

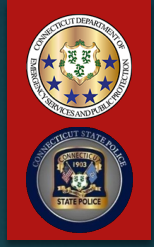


## NGI

Next Generation Identification

- F.B.I. system providing the largest and most efficient electronic repository of biometric and criminal history information.
- The CT State Police COLLECT Business Application Unit and the F.B.I. audit your use of this system.





What is CCHRS ?



## CCHRS

Connecticut Criminal History Request System

The platform used by authorized agencies to obtain criminal history.





## What Do These Terms Mean?



### Personally Identifiable Information (PII):

- Information which can be used to distinguish or trace an individual's identity, such as;
  - Name
  - Social security number
  - Biometric records







## What Do These Terms Mean?



### Personally Identifiable Information (PII):

- The information, used alone or when combined with other personal or identifying information, which is linked or linkable to a specific individual, such as;
  - Date and Place of birth
  - Mother's maiden name







## What Do These Terms Mean?



### Criminal Justice Information (CJI):

- FBI CJIS-provided data necessary for Law Enforcement Agencies to perform their mission and enforce the laws, including but not limited to: biometric, identity history, person, organization, property and case/incident history data.
- FBI CJIS-provided data necessary for Civil Agencies to perform their mission; including, but not limited to data used to make hiring decisions.



## What Do These Terms Mean?



### Criminal History Record Information (CHRI):

- Information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, or other formal criminal charges,
- And any disposition arising therefrom, including acquittal, sentencing, correctional supervision, and release.





## What Do These Terms Mean?



### Criminal History Record Information (CHRI):

- CHRI does not include identification information such as fingerprint records, if such information does not indicate the individual's involvement with the criminal justice system.
- More information can be found in
  - Title 42, United States Code (USC), § 14616, Article I
  - Title 28, Code of Federal Regulations (CFR), 20.3





## What Do These Terms Mean?



### Interstate Identification Index System (III):

- Known as III System (triple eye)
- A cooperative Federal-State system for the exchange of criminal history records
- Includes the National Identification Index, National Fingerprint File and to the extent of their participation, the criminal history record repositories of the States, F.B.I., and other Federal agencies.







## What Do These Terms Mean?



### Interstate Identification Index System (III):

- Records in the III system are based on fingerprints, which provide a positive biometric match between the individual and their record.
- The III system provides a means of conducting national criminal history record searches for both criminal and noncriminal purposes.







## What Do These Terms Mean?



### Interstate Identification Index System (III):

- The III system is used by both:
  - Criminal Justice Agencies for the administration of criminal justice purposes.
  - Noncriminal Justice purposes, such as;
    - Background screening for employment
    - Licensing in industries that are authorized
    - Purposes authorized by Federal statute, Executive Order or approved State statute.







## What Do These Terms Mean?



### Compact Act and Compact Council:

The Compact Act was enacted and strengthened the requirements for the use of FBI-maintained CHRI for noncriminal justice purposes.







## What Do These Terms Mean?



### Compact Act and Compact Council:

The Compact Act requirements included that:

- A subsequent record request must be conducted to obtain current information whenever a new authorized need arises.
- Fingerprints or other approved forms of positive identification must be submitted with all requests for CHRI for noncriminal justice purposes.







## What Do These Terms Mean?



### Compact Act and Compact Council:

The Compact Council works in partnership with:

- Criminal history record custodians,
- End users, and
- Policy makers

To regulate and facilitate the sharing of complete, accurate, and timely CHRI to noncriminal justice users.





## What Do These Terms Mean?

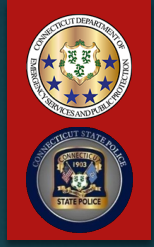


### Compact Act and Compact Council:

The Compact Council enhances public safety, welfare, and security of society, while recognizing the importance of individual privacy rights.







## What is CCHRS ?



- CCHRS = CT Criminal History Request System.
- It is the platform used by authorized agencies to obtain criminal history, often used to assist making hiring decisions and issue various types of permits and licenses.
- Sometimes referred to as Flexcheck or Idemia



## How Do I Access CCHRS ?



- First your agency has to be authorized to use CCHRS.
- All access to CCHRS will be approved through the COLLECT Business Applications Unit.
- Contact Information:
  - [CT\\_Enrollment\\_Services@ct.gov](mailto:CT_Enrollment_Services@ct.gov) or
  - [DESPP.Audits@ct.gov](mailto:DESPP.Audits@ct.gov)





## How Do I Access CCHRS ?



- Access to the CCHRS for noncriminal use requires CJS Online Security Awareness Training at the minimum level of a **General User**.
- Security Awareness Training **MUST** be completed prior to access being granted. (Your agency administrator signs you up.)



## Wait, What Is Noncriminal Use?



- **Noncriminal:** means the Criminal History you obtain is being used for authorized noncriminal reasons.  
For example: employment, pistol permits, licensing, immigration and naturalization etc.
- **Criminal:** what law enforcement uses the information for. Law enforcement has a different system to obtain this information.





## Wait, What Is Noncriminal Use?



- The use of criminal history records for purposes authorized by federal or state law, other than purposes relating to the administration of criminal justice, to include:
  - Employment suitability,
  - Licensing determinations,
  - Immigration and naturalization matters,
  - National security clearances.



## FBI CJIS Security Policy



The FBI CJIS Security Policy is the minimum security standard policy used by both criminal and noncriminal justice agencies requiring access to CJI maintained by the FBI CJIS Division.



**CJI = Criminal Justice Information**





## FBI CJIS Security Policy

The FBI CJIS Security Policy applies to:

- Every individual,
- Contractor,
- Private entity,
- Noncriminal justice agency representative,
- Member of a criminal justice entity,

With access to, or who operate in support of, criminal justice services and information.





## FBI CJIS Security Policy



The policy provides the appropriate controls to protect the full lifecycle of CJJ, whether at rest, in transit or in use.







## FBI CJIS Security Policy



**At Rest** – Data that is not moving between devices or networks. Tends to be stored often on a hard drive or in a physical folder.

**In Transit** – Data is moving from one location to another. Via networks, e-mail, or a physical folder.

**In Use** – Data being read, processed or modified





## FBI CJIS Security Policy

- Provides guidance for CJI regarding:
  - Creation
  - Viewing
  - Modification
  - Transmission
  - Dissemination
  - Storage
  - Destruction
- The CJIS Policy can be found on the FBI website [CJIS Security Policy Resource Center — LE \(fbi.gov\)](https://www.fbi.gov/cjis-security-policy-resource-center)

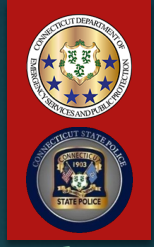






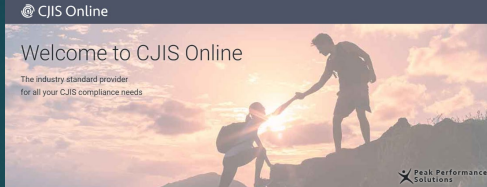
## Your Agency's Policy

- Your Agency is required to have up to date policies.
- Examples can be found here:  
<https://portal.ct.gov/DESPP/Division-of-Emergency-Service-and-Public-Protection/Forms/State-and-National-Background-Check-Program>

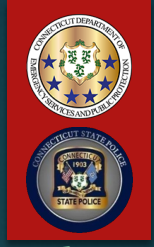


## Security Awareness Training (SAT)

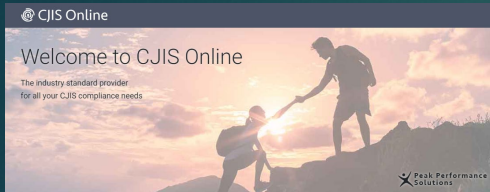
Security Awareness Training (SAT) is designed to provide security awareness to agencies and users with access to Criminal Justice Information (CJI), to request civil fingerprint-based background checks for licensing, employment, or other noncriminal justice purposes.







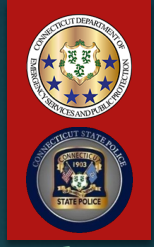
## Security Awareness Training (SAT)



Is Security Awareness Training  
Required?

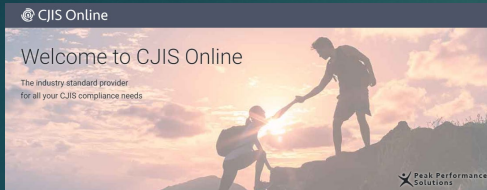


**YES – The FBI CJIS Security Policy **REQUIRES** SAT if you are going to have access, or might have access to, CJI.**

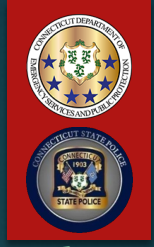


## Who Needs Security Awareness Training

- Personnel who are authorized to obtain, review, copy, file, or otherwise handle CJI;
- Higher level agency heads who may view CJI;
- Vendors and anyone who works on/maintains a technical component that is used to send, receive, process or route a transaction to/from systems that processes or maintains CJI; and







## Who Needs Security Awareness Training

- Personnel with unescorted access to physical security locations that may store or contain CJJ.
  - Who is this?
    - It's the custodian, or
    - The secretary in the next cubical, or
    - Tech support, or
    - Interns, etc.







## What Do These Terms Mean?



### Noncriminal Justice Purposes:

The use of criminal history records for purposes authorized by federal or state law, other than purposes relating to the administration of criminal justice, including employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.





## What Do These Terms Mean?



### Physical Access:

The physical ability, right or privilege, to view, modify or make use of Criminal Justice Information (CJI) by means of physical presence within the proximity of computers and network devices (e.g. the ability to insert a flash drive or other device into the system or make a physical connection with electronic equipment, etc.).





## What Do These Terms Mean?



### Logical Access:

The technical means (e.g., read, create, modify, delete a file, execute a program, or use an external connection) for an individual or other computer system to utilize CJI or CJS applications. (e.g. the ability to read an email or log into a portal to view or print a rap sheet. )

Website

E-mail





## What Do These Terms Mean?



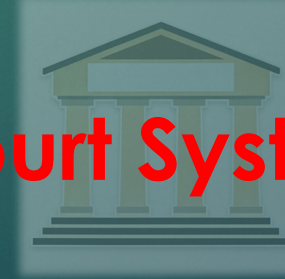
### Direct Access:

- Having the authority to access systems managed by the FBI CJIS Division, whether by manual or automated methods.
- Having the authority to query or update national databases maintained by the FBI CJIS Division including national queries and updates.

**Law Enforcement**



**Court System**





## What Do These Terms Mean?



### Indirect Access:

Having the authority to access systems containing CJI without providing the user the ability to conduct transactional activities (the capability to query or update) on state and national systems.

**School Systems**



**Town Hall**







## Next Generation Identification (NGI) Audit

In 2014 the FBI started audits on agencies with access to CHRI for noncriminal justice purposes.

Audits assess compliance with the III System, Nation Fingerprint File standards, FBI CJIS Security Policy, Compact Council policy and regulations and Federal laws and regulations regarding access, dissemination and security of National CHRI.







## Next Generation Identification (NGI) Audit

### DESPP State CT Audits

All agencies will be audited **periodically** by the Department of Emergency Services and Public Protection, Division of State Police.







## Next Generation Identification (NGI) Audit

### Federally Mandated Formal Audits

There are two audit programs which assess your compliance:

- Next Generation Identification (NGI) standards
- CJIS Security Policy Information Technology Security (ITS) standards.







## Next Generation Identification (NGI) Audit

### Federally Mandated Formal Audits



- A randomly selected group of agencies will be audited at least once every **(3) three years** by the FBI CJIS Audit Unit.



- Selected agencies will be subjected to a NGI and ITS Audit.





## Next Generation Identification (NGI) Audit

### State Audit Findings



**More frequent audits may occur as a result of possible system violations.**



**Unannounced security inspections and scheduled audits of contractor facilities may be conducted.**



## Next Generation Identification (NGI) Audit

### Results of Federal Audits



Results of the audits are reported to the **Compact Council's Sanctions Committee** to review and determine a course of action, if necessary, to bring agencies into compliance.



# CCHRS & NGI Training



## Basic Parameters for Use

Approved  
Statutory Authority

There **MUST** be an approved state statute, federal statute, or Executive Order and approved by the Attorney General (AG) of the United States.

For Example: C.G.S. 10-221d or NCPA/VCA

Authorized  
Recipient

The agency **MUST** be authorized to request civil fingerprint-based background checks, with the full consent of the individual to whom a background check is taking place.

The individual **MUST** sign the appropriate privacy rights form.



## Basic Parameters for Use

Authorized Use  
and Purpose

The agency **MUST** be able to prove that the applicant met the statutory requirement to be fingerprinted, under the approved statute, and based on the positive identification via fingerprint submission of the applicant.

**WARNING**

This documentation **MUST** be retained for at least one (1) year, even if the applicant was not hired or approved.

**WARNING**

You can not fingerprint someone “just because”. It **MUST** fall under an approved reason. **THIS IS MISUSE**





## Basic Parameters for Use

Fingerprint  
submission

All applicants **MUST** receive **PRIOR** to being fingerprinted the:

- Noncriminal Justice Applicant Privacy Rights Form
- FBI Privacy Act Statement

**REQUIRED** when fingerprinted under NCPA/VCA:

- The National Child Protection Act/Volunteer for Children's Act (NCPA/VCA) Notice and Consent Form



**Privacy Notices **MUST** be retained by the Agency**

Receipt of CHRI

Electronic and Hardcopy forms of CHRI **MUST** be protected pursuant to the CJIS Security Policy.



## Basic Parameters for Use

Adjudication or  
Fitness  
Determination

Your agency **MUST** meet Privacy Requirements for Noncriminal Justice Applicants.



**This is a Federal requirement and failure to do so may result in civil action.**

Receipt of CHRI

- Information **MUST** be properly secured until retention is no longer required by state or federal law.
- Then properly destroyed pursuant to the CJIS Security Policy.





## Dissemination of CHRI – Who Gets to See it?



The exchange of CHRI is subject to cancellation if dissemination is made outside the receiving agency or related agencies!



- CHRI may only be disseminated to entities that are authorized to receive it.

Example: A school HR Department receives criminal history, for an authorized reason, a teacher in the hiring process. The HR Department **CANNOT** then give the result to the town hall for a pistol permit application.



## Dissemination of CHRI – Who Gets to See it?

The concept of dissemination applies to making CHRI available to recipients through physical or electronic access regardless of whether CHRI is “pushed” or “pulled” by recipients since the end result is the same.

**PUSH** – When a computer program sends (pushes) a notification to your e-mail program. (Flexcheck sends a message that results are available.)

**PULL** – You log into Flexcheck and view (pull) the results of your CHRI request.





## Dissemination of CHRI – Who Gets to See it?



**Electronic files should be encrypted.**



CHRI **MUST** be maintained in such a manner as to not result in unauthorized access.

Example: CHRI, whether kept in the personnel file or in a separate file it **MUST** be secure. Every secretary in the office should not have access to the file, unless they are authorized to the CHRI information.



## Dissemination of CHRI – Who Gets to See it?



**Think before you print CHRI results.  
Do you actually need a hardcopy?**

CHRI results remain in the CCHRS system indefinitely. If, you need to refer to the results in the future they will be available in the CCHRS system.

Example: CHRI, whether a hardcopy or a digitally file saved on a computer, **MUST** be secure.





## Dissemination of CHRI – Who Gets to See it?



**DO NOT leave printouts or “sticky notes” with CHRI on them where unauthorized users will have access!**



Unauthorized dissemination can occur when an unauthorized person is allowed access to CHRI, regardless of whether or not the access was intentional.

Example: You print the CHRI results and leave them on your desk and go home for the day. The unsupervised custodian sees the CHRI results on your desk. This is unintentional residual access and would result in an out of compliance finding on an audit.



## Dissemination of CHRI – Who Gets to See it?



**When receiving CHRI as part of a teacher hiring process, does your payroll office need to see the results???**



Access to CHRI **MUST** be limited to the minimum necessary sub-offices and personnel within an agency. They must have a right and need to know.





## Dissemination of CHRI – Who Gets to See it?



Do the members of the Board of Education all **NEED** to see the CHRI results???



Receiving agencies may exercise some level of discretion and freedom to maneuver and distribute CHRI within their organizational structure, they **MUST** be able to demonstrate a reasonable **NEED** for doing so.



## Dissemination of CHRI – Who Gets to See it?



It is best to **limit** dissemination of CHRI to the fewest people possible!



For example

- The board of education may be designated as an authorized recipient of CHRI for the purpose of conducting background checks for prospective teachers.
- CHRI is stored as part of an electronic personnel records management system, accessible by all board of education employees.





## Dissemination of CHRI – Who Gets to See it?



If they don't **NEED** it, **DON'T** give it!



- Although the BoE is authorized, access to CHRI **MUST** be limited to personnel within the HR department responsible for making fitness determinations.
- This will also limit the BoE's exposure to the risks associated with unauthorized dissemination and violation of the prospective teacher's privacy rights.



## Dissemination of CHRI & The Subject of Record

They're my fingerprints, can I get a copy of the results?



Agencies may only disseminate fingerprint-based criminal history obtained for noncriminal justice purposes to the subject of the record **ONLY** for review and possible challenge to a decision the agency made based on CHRI results.





## Dissemination of CHRI & The Subject of Record



Agencies **CANNOT** initiate national criminal history record checks for the sole purpose of providing a subject a copy of his/her record for review or challenge.



CHRI **CANNOT** be disseminated to spouses, other household or family members, or other parties such as potential employers, even at the subject's request.



CHRI **CAN** be disseminated to an attorney acting on subject's behalf when challenging the agency's decision that was made based on the CHRI obtained.



## Dissemination of CHRI & Other Agencies



- If a need exist to advise an entity, not otherwise authorized for a national criminal history check, then it is acceptable to notify the entity of the outcome of applicant's fitness determinations.
- Entities to which an applicant is seeking employment or licensing may receive status notifications which indicate the positive or negative outcome of fitness determinations.





## Status Notifications



**CANNOT** confirm the existence or non-existence of a federal record.



**MUST** contain generic “pass/fail” language, with the understanding that a reasonable balance must exist between the need to notify a potential employer and not indirectly confirming the existence or non-existence of CHRI



Notification language **CANNOT** reference that a national FBI check was conducted.



**CANNOT** be posted to a public website or national directory.



## Dissemination of CHRI & Other Agencies



CHRI **CANNOT** be re-used for subsequent unrelated needs by the original requestor/recipient.



CHRI **CANNOT** be disseminated to another recipient.



CHRI **CANNOT** be disseminated to another recipient for future anticipated uses, regardless of whether or not the needs are formally related.



CHRI **CANNOT** be disseminated outside of Connecticut's jurisdiction.





## Dissemination of CHRI & Other Agencies

### Auditors

Some auditors may require residual access based on oversight authority and responsibility.

Example: The Dept. of Education regulatory auditors must audit a school's personnel file to ensure a criminal history background check was conducted on a teacher.





## Dissemination of CHRI & Other Agencies

### Auditors



Such access should be limited to only the minimum level necessary to accomplish oversight responsibilities, and controls should be established to reasonably prevent unauthorized disclosure of CHRI.



Auditors **CANNOT** take or make copies of CHRI for their records.







## Dissemination of CHRI & Other Agencies



**CHRI CANNOT BE DESSEMINATED TO THE  
GENERAL PUBLIC**



This includes maintaining CHRI in formats that are accessible by the public or within records that are subject to release through public record requests.



## Dissemination of CHRI & Other Agencies

CHRI **MAY** be disclosed as part of an adjudication process during a hearing that is open to the public.



The agency **MUST** demonstrate the following:

1. The hearing is based on a formally established requirement; (continued)





## Dissemination of CHRI & Other Agencies



2. The applicant is aware **PRIOR TO** the hearing that CHRI may be disclosed;
3. The applicant is **NOT** prohibited from being present at the hearing; and
4. CHRI is **NOT** disclosed during the hearing if the applicant withdraws from the application process.



## Dissemination of CHRI & Other Agencies

### An Example

- A board or commission may be authorized to access CHRI, and as part of regularly scheduled meetings, applicant appeals are discussed as standard agenda items.







## Dissemination of CHRI & Other Agencies

### An Example (Continued)

- Even when the specific conditions are met to allow disclosure during a public hearing, the most preferable method for introducing CHRI, is to enter into a closed session, which limits participation by the public at large.





## Dissemination of CHRI & Other Agencies

### An Example (Continued)

- Agencies **MUST** be able to reasonably demonstrate how the prerequisite criteria are being met for audit purposes.







## System Misuse

All noncriminal justice agencies have authorized access to CJI for noncriminal justice purposes pursuant to a federal law or state statute approved by the United States Attorney General.

**Any access and/or dissemination of CJI for other purposes are considered misuses of the system.**

**WARNING**

**WARNING**



## System Misuse

Most misuse cases stem from:



Affairs of the heart



Political motivation



Monetary gain



Idle curiosity



Trying to “help out a friend”

WARNING

WARNING





## System Misuse

**Money or other compensation  
DOES NOT need to change hands  
for Misuse to occur.**





## System Misuse



Unauthorized requests, receipt, release, interception, dissemination or discussion of CJI.



Improper use of information obtained from any CJI System and/or related applications and devices.



Violating the confidentiality of any data or record information and using it for personal purposes.





## Implications of System Misuse



**Physical security violations and/or misuse of CJI can and has resulted in:**



Administrative  
(internal)  
investigations  
and/or  
sanctions

Termination of  
access to CJI  
for the  
individual user

Termination of  
access to the  
CJI for the  
agency



## Implications of System Misuse



**Physical security violations and/or misuse of CJI can and has resulted in:**



Termination of  
employment or  
contract

Criminal  
investigations  
and/or arrest

Prosecution and  
conviction for  
violating state  
and/or federal  
crimes





## CT Computer Related Crime

**Be  
Aware**

All persons with access to CJIS should be aware of Computer Related Offenses under Connecticut General Statutes (CGS) § 53a-250 through § 53a-261.

**Be  
Aware**

The making of a false statement with intent to mislead a public servant in the performance of his/her official functions, in violation of CGS § 53a-157b, is a crime punishable by law.

**Be  
Aware**

You should read and be aware. Review the relevant statutes here:

[Chapter 952 - Penal Code: Offenses \(ct.gov\)](http://www.ct.gov)



## Reporting System Misuse or Security Incidents



Security incidents and system misuse threaten the confidentiality, integrity or availability of State/FBI CJIS data.





## Reporting System Misuse or Security Incidents

All employees, contractors and third party users are **REQUIRED** to **PROMPTLY** report any security incident and/or system misuse to your TAC Officer, your System Administrator or Connecticut State Police CSO/ISO, Glory Bulkley.





## Reporting System Misuse or Security Incidents



**System Misuse and Security Incidents to  
your agency's computer system and/or  
network **MUST** be reported  
**WITHIN 24 hours!****





## Reporting System Misuse or Security Incidents



Security incidents and/or system misuse **MUST** be reported to the Connecticut State Police CSO/ISO, Glory Bulkley.

# CCHRS & NGI Training



## Reporting System Misuse or Security Incidents

**FASTEST**

**E-Mail**

**Criminal Justice Agency - [dps.collect.unit@ct.gov](mailto:dps.collect.unit@ct.gov)**  
**Non-Criminal Justice Agency - [despp.audits@ct.gov](mailto:despp.audits@ct.gov)**

Subject Line – CJI Violation for (agency name)

### **Mailing Address**

Dept. of Emergency Services and Public Protection  
COLLECT Business Applications Unit  
1111 Country Club Road  
Middletown, CT 06457

### **Phone**

860-685-8020

After Business Hours – **Security Related Incident** 860-685-8190 (option 8)







## CCHRS Web Portal

<https://ct.flexcheck.us.idemia.io/CCHRSPublic>

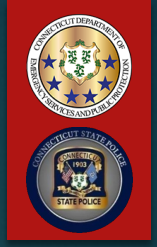
The next part of the training will guide you through logging into and using the CCHRS Web Portal.

Training guides can be download from:

<https://portal.ct.gov/DESPP/Division-of-Emergency-Service-and-Public-Protection/Forms/State-and-National-Background-Check-Program>

or

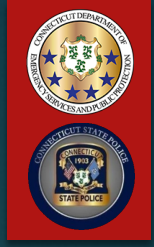
[www.CJISOnline.com](http://www.CJISOnline.com) under the Resource tab



## First Time Login

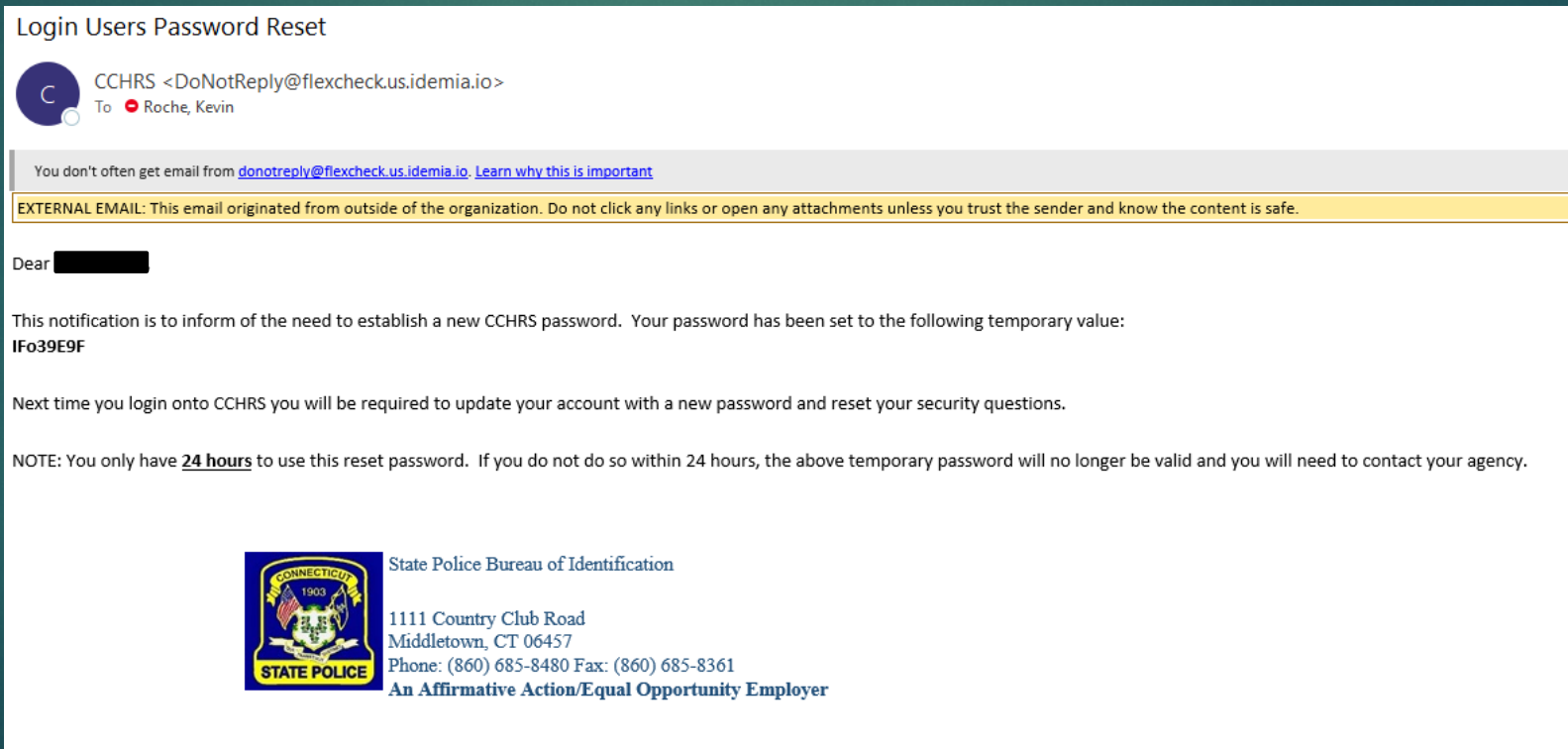






## Once Access is Approved you will Receive an E-mail

1. Check your email for a temporary password.
2. It will be emailed from the CCHRS System and expires in 24 hours.



# CCHRS & NGI Training



Click on the Registered Agency Link:  
<https://ct.flexcheck.us.idemia.io/CCHRSPublic>

1. Go to the above link.
2. Enter your Username and Temporary Password which was e-mailed to you.
3. Click Login to continue.



**Connecticut Criminal History Request System**



Welcome to the Connecticut Criminal History Record System (CCHRS) Website! By logging in you are acknowledging you are an authorized user of the system and/or an authorized recipient of criminal record check results processed by your organization through the CCHRS system.

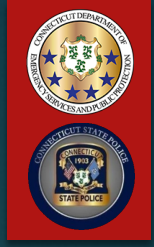
**User Name\***

**Password\***

[Forgot my password](#)



# CCHRS & NGI Training



Enter the word “**onetime**” in the token box.

**All lower-case, no spaces**

**You will only  
use the  
word  
“onetime”  
the first time  
you log into  
CCHRS**



## Connecticut Criminal History Request System



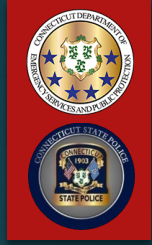
Welcome to the Connecticut Criminal History Record System (CCHRS) Website! By logging in you are acknowledging you are an authorized user of the system and/or an authorized recipient of criminal record check results processed by your organization through the CCHRS system.

Using your CCHRS FlexCheck Token, please fill in the value located in square **I 2**

I 2:

Enter the word “onetime”

# CCHRS & NGI Training



You MUST Print a Token Sheet

Intranet LEEP Login CJIS S ct.flexcheck.us.idemia.io says You must print a token or lose access to this system OK N-Dex Policy a... COLLECT Applicatio...

## Information

### Initializing your Information

You have connected with a temporary password. This is because it is your first time accessing CCHRS or it may be because the administrator for CCHRS has reset your password. You must reset all of the following connection information before you are allowed to access the system.

**You must have a Token to access this system.**

[Click here to print your CCHRS TOKEN](#)

**You will lose access to this system if you do not print your token.**

NOTE: You can re-print your token from the 'Edit Your Account' option in the main menu.

Old Password\*

New Password\*  -- Must have **Alpha** and **Numeric** characters  
-- Must have **UPPER** and **lower** case letters  
Repeat New Password\*  -- Must be **at least 8** characters long

**Please set/reset your security questions and answers**

<b>Security Question 1*</b>	<b>Answer 1*</b>
<input type="text"/>	<input type="text"/>
<b>Security Question 2*</b>	<b>Answer 2*</b>
<input type="text"/>	<input type="text"/>
<b>Security Question 3*</b>	<b>Answer 3*</b>
<input type="text"/>	<input type="text"/>

Click Here to Print a Token Sheet





## Printing the Token Sheet

- You **MUST** have a token sheet to access CCHRS
- Print and save your unique Token Sheet.
- There is one token sheet per person.

**CCHRS - Initializing your Information**

CCHRS - Initializing your Information

You have connected with a temporary password. This is because it is your first time accessing CCHRS or it may be because the administrator for CCHRS has reset your password. You must reset all of the following connection information before you are allowed to access the system.

**You must have a Token to access this system.**

[Click here to print your CCHRS TOKEN](#)

**You will lose access to this system if you do not print your token.**

NOTE: You can re-print your token from the 'Edit Your Account' option in the main menu.

Old Password\*

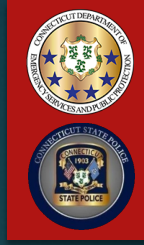
New Password\*  -- Must have Alpha and Numeric characters  
-- Must have UPPER and lower case letters  
-- Must be at least 8 characters long

Repeat New Password\*

Please set/reset your security questions and answers

<b>Security Question 1*</b>	<b>Answer 1*</b>
question 1 <input type="text"/>	answer 1 <input type="text"/>
<b>Security Question 2*</b>	<b>Answer 2*</b>
question 2 <input type="text"/>	answer 2 <input type="text"/>
<b>Security Question 3*</b>	<b>Answer 3*</b>
question 3 <input type="text"/>	answer 3 <input type="text"/>

CCHRS™  
Version: 10.0.1.3



## Printing the Token Sheet

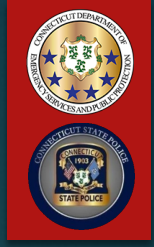
- Print and save the token sheet in an accessible format for future use.
- You will need the token sheet every time you log into the CCHRS.
- You **WILL NOT** be able to log into the CCHRS, if you do not have your token sheet.

FlexCheck Token - 02/02/2024

--	1	2	3	4	5
A	&McHnP	b4MprQ	sTPZcd	TS@sY7	brccR2
B	*nXtMv	b@Wc*g	2jhw4d	G8oH6o	9bayJb
C	LCbDw5	ZsNYX3	dweP63	oS3Uuf	&J8awX
D	D*Xp&5	@F3@af	Ru@Hna	M&nhge	mj6M2R
E	MJShV3	QMFyNZ	eZqHoU	qH3oHW	VYSw6C
F	gAk3Ps	b3JpMY	o3szRG	PqBf7o	JCJ3RN
G	FaXNTF	T9ZE2G	mAcC&k	wi@us9	MjE@z2
H	GbtE&S	pbmZ52	KRgGqA	GJHNfi	TVX58n
I	&eHoNY	GV6Rvu	CYCVWj	WXHaGh	vADCB9
J	J4YZLr	*TDkXF	wqS#Ee	H@6dAK	mSZFjz

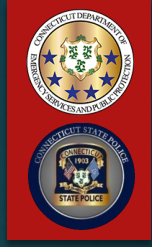
**Token Sheet** – Sometimes referred to as a BINGO card





## NOTE

- If you are logged out and lose, destroy, or otherwise become unable to use your current token card you will need to have your agency administrator 'Clear' your token.
- Once cleared, you will need to log in using “onetime” as your token, then print your new token card.
- If you are logged in, you can print a new token card for yourself at any time. Once a new card is printed, any previous token card you may have had is rendered invalid.



## Set Up Your Profile

1. Enter temporary password from the e-mail as the old password.
2. Create your own new password.
3. Create your own security questions. For example; Who is your favorite teacher?
4. Create your own answers to the questions.
5. **CLICK SAVE.**
6. You will be logged out of the system automatically.

Connecticut Criminal History Request System

### Initializing your Information

Initializing your Information

You have connected with a temporary password. This is because it is your first time accessing CCHRS or it may be because the administrator for CCHRS has reset your password. You must reset all of the following connection information before you are allowed to access the system.

**You must have a Token to access this system.**

[Click here to print your CCHRS TOKEN](#)

**You will lose access to this system if you do not print your token.**

NOTE: You can re-print your token from the "My Profile" option in the main menu.

Old Password\*

New Password\*  -- Must have **Alpha** and **Numeric** characters  
-- Must have **UPPER** and **lower** case letters  
-- Must be **at least 8** characters long

Repeat New Password\*

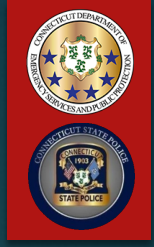
Please set/reset your security questions and answers

Security Question 1*	Answer 1*
<input type="text" value="dog"/>	<input type="text" value="kiera"/>
Security Question 2*	Answer 2*
<input type="text" value="cat"/>	<input type="text" value="lionel"/>
Security Question 3*	Answer 3*
<input type="text" value="food"/>	<input type="text" value="pizza"/>

**This is the temporary Password from the E-mail**

**Click Save**





## How to Successfully Login – Step 1

1. Go to the Registered Agency Website:  
**<https://ct.Flexcheck.us.idemia.io/CCHRSPublic>**
2. Enter your username.
3. Enter your password you just created.
4. Click Login

The screenshot shows the login interface for the Connecticut Criminal History Request System (CCHRS). At the top left is the seal of the Connecticut Department of Emergency Services and Public Protection, and at the top right is the Connecticut State Police logo. The title "Connecticut Criminal History Request System" is centered. Below the title is a welcome message: "Welcome to the Connecticut Criminal History Record System (CCHRS) Website! By logging in you are acknowledging you are an authorized user of the system and/or an authorized recipient of criminal record check results processed by your organization through the CCHRS system." Below this, two red messages indicate a successful password save: "Password saved successfully." and "You may now log in with your new password." The login form consists of two input fields: "User Name\*" with the text "aaaaaa" and "Password\*" with masked characters "\*\*\*\*\*". Below these fields is a "Login" button. A link "Forgot my password" is positioned below the button. At the bottom, a "WARNING" states: "Access to this system is restricted to users authorized by Connecticut Authorized Recipient agencies. Unauthorized access is a violation of state and federal laws, regulations, and policies. Violators will be prosecuted."

**Connecticut Criminal History Request System**

Welcome to the Connecticut Criminal History Record System (CCHRS) Website! By logging in you are acknowledging you are an authorized user of the system and/or an authorized recipient of criminal record check results processed by your organization through the CCHRS system.

**Password saved successfully.**

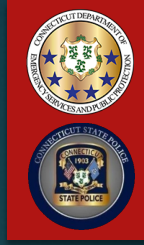
**You may now log in with your new password.**

User Name\*

Password\*


[Forgot my password](#)

**WARNING:** Access to this system is restricted to users authorized by Connecticut Authorized Recipient agencies. Unauthorized access is a violation of state and federal laws, regulations, and policies. Violators will be prosecuted.




## How to Successfully Login – Step 2

Enter the correct value from **YOUR** token sheet into the token box.



**Connecticut Criminal History Request System**



Welcome to the Connecticut Criminal History Record System (CCHRS) Website! By logging in you are acknowledging you are an authorized user of the system and/or an authorized recipient of criminal record check results processed by your organization through the CCHRS system.

Using your CCHRS FlexCheck Token, please fill in the value located in square **D 5**

**D 5:**

Login

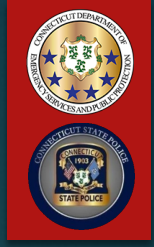
**WARNING:** Access to this system is restricted to users authorized by Connecticut Authorized Recipient agencies. Unauthorized access is a violation of state and federal laws, regulations, and policies. Violators will be prosecuted.

FlexCheck Token - 02/02/2024

--	1	2	3	4	5
A	&McHnP	b4MprQ	sTPZcd	TS@sY7	brccR2
B	*nXtMv	b@Wc*g	2jhw4d	G8oH6o	9bayJb
C	LCbDw5	ZsNYX3	dweP63	oS3Uuf	&J8awX
D	D*Xp&5	@F3@af	Ru@Hna	M&nhge	mj6M2R
E	MJShV3	QMFyNZ	eZqHoU	qH3oHW	VYSw6C
F	gAk3Ps	b3JpMY	o3szRG	PqBf7o	JCJ3RN
G	FaXNTF	T9ZE2G	mAcC&k	wi@us9	MjE@z2
H	GbtE&S	pbmZ52	KRgGqA	GJHNfi	TVX58n
I	&eHoNY	GV6Rvu	CYCVWj	WXHaGh	vADCB9
J	J4YZLr	*TDkXF	wqS#Ee	H@6dAK	mSZFjz


In this example you are looking for the value in **D5**, you would enter “mj6M2R”





## How to Successfully Login – Step 2

Enter the correct value from **YOUR** token sheet into the token box.




**Connecticut Criminal History Request System**

Welcome to the Connecticut Criminal History Record System (CCHRS) Website! By logging in you are acknowledging you are an authorized user of the system and/or an authorized recipient of criminal record check results processed by your organization through the CCHRS system.

Using your CCHRS FlexCheck Token, please fill in the value located in square D 5

D 5:

**WARNING:** Access to this system is restricted to users authorized by Connecticut Authorized Recipient agencies. Unauthorized access is a violation of state and federal laws, regulations, and policies. Violators will be prosecuted.



FlexCheck Token - 02/02/2024

--	1	2	3	4	5
A	&McHnP	b4MprQ	sTPZcd	TS@sY7	brccR2
B	*nXtMv	b@Wc*g	2jhw4d	G8oH6o	9bayJb
C	LCbDw5	ZsNYX3	dweP63	oS3Uuf	&J8awX
D	D*Xp&5	@F3@af	Ra@Hna	M&nhge	<b>mj6M2R</b>
E	MIShV3	QMFjNZ	eZqH0U	qH3oHW	VYSw6C
F	gAk3Ps	b3JpMY	o3szRG	PqBf7o	JCJ3RN
G	FaXNTF	T9ZE2G	mAcC&k	wi@us9	MjE@z2
H	GbtE&S	pbmZ52	KRgGqA	GJHNfi	TVX58n
I	&eHoNY	GV6Rvu	CYCVWj	WXHaGh	vADCB9
J	J4YZLr	*TDkXF	wqS#Ee	H@6dAK	mSZFjz



In this example you are looking for the value in **D5**, you would enter “**mj6M2R**”

## Successful Login

Upon successfully logging into the CCHRS, you will see the Full Search Screen

al.dll/main?T\$C3\_1204630D04513F7E397E207B0379276E125F55=Req&T\$C3\_2A7D686D056774424A545475616421461B2E5D311E355A04=1&T\$C3\_5054177318

gle CJIS Launch Pad CJIS Online CCHRS



### Connecticut Criminal History Request System

## Full Search

[Full Search](#)[Recently Completed](#)[Pending Transactions](#)[PreEnrollment](#)[Name DOB Check](#)[Edit Your Account](#)[Agency Info](#)[Contact Us](#)[Conditions of Use](#)[Logout](#)

#### Generic Search Criteria

First Name:

Last Name:

Social Security Number (last 4 only)

Applicant Type:

Current Status:

Date Range:  to  (mm/dd/yyyy)

#### Specific Transaction Lookup

Social Security Number (Full Number)

Transaction Number:





## Document Downloads

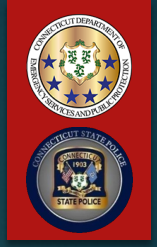
The below listed documents can be downloaded from the State website or CJIS Online, links below:

<https://portal.ct.gov/DESPP/Division-of-Emergency-Service-and-Public-Protection/Forms/State-and-National-Background-Check-Program> or,

[www.cjisonline.com](http://www.cjisonline.com) under the Resource Tab

- Privacy Rights Forms
- CCHRS Overview Manual
- CCHRS Name-Based Searches Manual
- CCHRS Batch Upload Manual
- CCHRS First Time Login Instructions
- CCHRS Fingerprint Service Code Form
- CCHRS User Manual
- CCHRS Administrators Manual



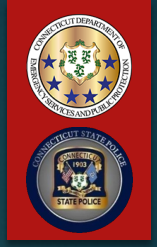


# CONGRATULATIONS !

You have completed training for Criminal History Record Information for Federal and Connecticut data, used for Noncriminal Justice Purposes.

- Once you also complete security awareness training (SAT) in CJIS Online notify your agency administrator.
- Your agency administrator will verify your training and contact [despp.audits@ct.gov](mailto:despp.audits@ct.gov) to request an account be created for you in CCHRS.





**You have completed training**

**Close this window and acknowledge  
you understand the training.**