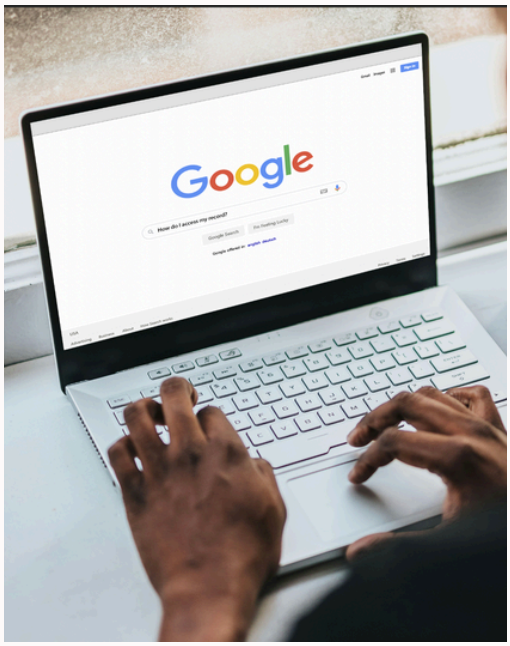
How to Check Whether Your Record Was Set-Aside in Michigan

A GUIDE FROM THE CLEAN SLATE INITIATIVE

**Disclaimer: This information is provided for general educational and informational purposes only. It is not legal advice and should not be relied upon as legal advice. Viewing this document or contacting us does not create an attorney-client relationship. The information summarizes the process for requesting and reviewing your criminal record and may not reflect all exceptions, local procedures, fees, or recent changes in agency policies. If you need legal advice about your particular situation, you should consult a licensed attorney or qualified legal services provider in your state.*



If you think your record may have been affected by Michigan's Clean Slate law, follow the steps below. Each step helps you learn more about your record and whether it may have been set-aside.

WHERE SHOULD I START?

If You Want To	→	Start Here
Review public information about your cases in Michigan courts…	1.	**Step 1:** Michigan Online Court Case Search **(MOCCS)** (See Page 2)
Check what Michigan State Police makes available on your public criminal history…	2.	**Step 2:** Internet Criminal History Access Tool (ICHAT) (See Page 3)
Request your complete, non-public Michigan State Police criminal history record…	3.	**Step 3**: Fingerprint-Based Record Check (See Page 4)

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STEP 1

Search Court Records Through Michigan Online Court Case Search (MOCCS)

Start by searching for your case through MOCCS. This free online tool allows you to search for court case information and check whether your case is still publicly accessible.

HOW TO REQUEST YOUR RECORD

1. Visit MOCCS website.
2. Search using your first and last name or case number.
3. Review available public case information online.
4. If you need information that is not available through MOCCS, contact the court where your case was handled.

Cost: Free

Processing Time: Immediate for records available online.

What to Look For: Your court record can help you verify the charges filed in your case and the final disposition. If you don't see an expected record, double check that the information you entered is correct and try searching under any aliases. It is possible that your record was automatically set-aside, follow the steps below to confirm.

Important Notes: Some courts may not have all their records available through MOCCS. If you cannot find your case and believe it should still be available to view, you may need to search the court's website directly. This includes:

- Third Judicial Circuit of Michigan - Wayne County
- 6th Circuit Court - Oakland County
- 17th Circuit Court - Kent County

STEP 2

Check Your Public Record Through ICHAT

Michigan State Police's Internet Criminal History Access Tool (ICHAT) provides online access to public criminal history information maintained by the Michigan State Police.

Disclaimer: ICHAT is a public educational resource. CSI does not maintain or verify the accuracy of the website's results. The tool should not be relied upon as legal advice or an official determination of record status.

HOW TO CHECK YOUR RECORD

1. Visit the Michigan State Police ICHAT website.
2. Search using your first name, last name, date of birth, race, and gender.
3. Pay the required search fee.
4. Review your results online.

Cost: $10 per search

Processing Time: Immediate

Important Notes: Can't find your record on ICHAT? A number of misdemeanors (those punishable by less than 92 days) are sometimes not tracked in the central MSP database at all, and would not appear on ICHAT. For those specific records, please contact the convicting court directly to confirm the record has been set-aside.

Why Use This Tool? ICHAT is an easy way to see what criminal history information Michigan State Police currently makes available to the public. If a conviction you expected to see does not appear, that may be a reason to investigate further.

However, because ICHAT provides public criminal history information only, the absence of a case should not by itself be treated as confirmation that the conviction was set-aside.

Follow the steps below to learn more about your record.

STEP 3

Request Your Complete Michigan State Police Criminal History Record

For a more complete review of your statewide criminal history, you can request your own fingerprint-based criminal history record from the Michigan State Police Criminal Justice Information Center (CJIC). This process allows you to request the criminal history record associated with your fingerprints.

HOW TO REQUEST YOUR RECORD

1. Obtain fingerprints on an RI-008 fingerprint card or, if you live outside Michigan, an FBI Applicant Fingerprint Card (FD-258) obtained through a local law enforcement agency.
2. Include a cover letter explaining the reason for the request.
3. Include your return mailing address, phone number, and/or email address.
4. Include the required payment.
5. Mail fingerprint card and payment to Michigan State Police:

   Michigan State Police CJIC
   P.O. Box 30266
   Lansing, Michigan 48909-7766

Cost: $30; Additional fingerprinting or Live Scan fees may apply.

Processing Time: Approximately 3 - 5 weeks.

What to Look For: This is the official Michigan State Police criminal history record and a reliable way to view your complete record, including records that have been set-aside. If the Michigan State Police has verified that a record has been set-aside, it will be marked "DISP: Auto Set Aside."

- Do you see any records marked "DISP: Auto Set Aside" ? If so, that means the record has been set-aside. Congratulations!
- Are all of your cases listed on the record?
- Are the charges and case outcomes accurate?

Important Note: This option is available only to people requesting their own criminal history record.

HOW DO I KNOW WHETHER MY RECORD WAS SET-ASIDE?

After completing the steps above:



If your fingerprint-based criminal history record from the Michigan State Police Criminal Justice Information Center identifies a case as "DISP: Auto Set Aside," that means the record has been set-aside and is no longer available to the general public.

CONGRATULATIONS!

The case will show in the "nonpublic section," section of the MSP report. The nonpublic section has a disclosure before showing offenses that have been set aside:

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A PERSON WHO DIVULGES, USES OR PUBLISHES THIS INFORMATION EXCEPT AS PROVIDED
IN STATUTE IS GUILTY OF A MISDEMEANOR ..... THIS INCIDENT CONVICTION HAS BEEN
SET ASIDE UNDER THE PROVISIONS ALLOWED IN MCL 780.621.  THE STATUTE ALLOWS
LIMITED ACCESS TO THIS INFORMATION FOR THE PURPOSE OF ...........
  1. LAW ENFORCEMENT EMPLOYMENT/STATE BAR LICENSE.
  2. COURT SENTENCE CONSIDERATION FOR FELONY/1 YEAR MISDEMEANOR CONVICTIONS.
  3. CONSIDERATION IN A GOVERNORS PARDON.
  4. DENIAL OF ANOTHER APPLICATION TO SET ASIDE A CONVICTION.
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If the information across your records does not match or you are unsure how to interpret what you find, seek legal help. Visit https://michiganlegalhelp.org/ for information and resources.

Additional resources:

- State statute allowing access to a nonpublic record by the person whose conviction was set-aside: MCL 780.623(3)
- Michigan State Police Website