



# **CCH on the Internet (CCHInet)**

## **Help Document**

October 2020

Criminal Justice Information Services  
Criminal History Services



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## Introduction to CCHInet / Homepage

Customers can access CCHInet from the FDLE Home Page, [www.fdle.state.fl.us](http://www.fdle.state.fl.us), or directly using the following url: <https://cchinets.fdle.state.fl.us>.

If accessing CCHInet from the FDLE Home page, select 'Request a Criminal History'.



Next, select Florida Criminal History Record Check from the left-hand menu options. The system will navigate the customer to the State of Florida Criminal History Record Check page. The CCHInet link will be available once the customer clicks 'Instant Search'.

FLORIDA DEPARTMENT OF LAW ENFORCEMENT

SERVICE ♦ INTEGRITY ♦ RESPECT ♦ QUALITY

Rick Swearingen,  
Commissioner

Search

HOME QUICK LINKS ABOUT US PUBLIC RECORDS CONTACTS CAREERS

Obtain a Criminal History

Florida Criminal History Record Check

National Criminal History Record Check

VECHS Program

Registered Livescan Submitters

Become a Livescan Submitter

Fee Schedule

Contact Us

State of Florida Criminal History Record Check

The Florida Department of Law Enforcement (FDLE), Division of Criminal Justice Information Services (CJIS), is the central repository for criminal history information for the state of Florida. In addition to maintaining criminal history information, it is our responsibility to provide public access to this information when requested. In order to maintain the highest level of service, and to better meet the needs of criminal history record check customers, Florida's Legislature has implemented criminal history record check fees. The fee for public requests is \$24.00

Effective July 1, 2020, FDLE will discontinue the use of Florida Criminal History Information Request forms via mail. Alternative options requesting Florida criminal history information include: The Instant Search, The Certified/Non-Certified, The ORI Search. These options require a fee that must be paid by debit or credit card at the time of the request.

Instant Search

Certified/Non-Certified Search

ORI Search

Instant Search

Internet searches conducted by customers, with results available immediately. Your results can be printed or emailed. Results will NOT be certified.

Each search costs \$24.00, in addition to a \$1.00 credit card processing fee, and must be paid by debit or credit card.

Instant Florida Criminal History Search

Certified/Non-Certified Search

The 'Instant Florida Criminal History Search' link will take the customer to the CCHInet Homepage. An overview of CCHInet is provided on the Homepage slides using the right arrow.

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**CRIMINAL HISTORY INFORMATION**  
 Florida Department of Law Enforcement

[Home](#)
[Resources](#)
[Restricted User](#)
[Print](#)

### FDLE's Criminal History Search Overview

Welcome to the FDLE Criminal History Information on the Internet (CCHInet) site. FDLE is the central repository of criminal history information for the state of Florida. CCHInet allows you to perform a self-service search of FDLE's Computerized Criminal History (CCH) files, which include state of Florida criminal history information only.

More information may be found [here](#).

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Public Search\*

(\*Charges may apply).

**Fees**

There will be a total charge of **\$25.00**, which includes a \$1.00 credit card processing fee, against your debit or credit card for each name search performed, regardless of search results. If you request the record of more than one candidate, an additional charge of **\$25.00 Per Record** will be billed to your debit or credit card.

More information may be found [here](#).

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Public Search\*

(\*Charges may apply)

**Search Criteria**

This Internet service will provide you with a list of possible matches similar to the subject of your inquiry. You must review this list and determine if any of the possible candidates match your subject. A search may return as many as five possible matches or candidates. It is also possible your search will result in no possible candidates. The accuracy of the information you provide is critical to the search results since we search our records based on your submission information.

More information may be found [here](#).

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Public Search\*

(\*Charges may apply)

**View/Email results**

Your search results are returned instantly and you may print and/or have your results emailed to you. Your results will not be sent by regular mail.

Please note that certified criminal history results will not be provided to you for searches performed through this Internet site. Certified results are generally required for the purposes of immigration and national/international adoptions.

More information about CCHInet's results may be found [here](#).

Submit an electronic request for certified results by clicking [here](#).

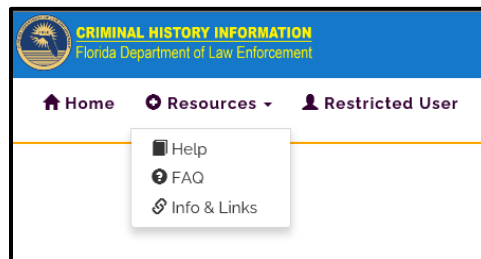
<

>

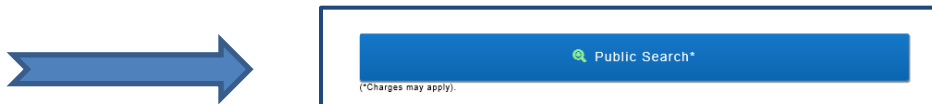
Public Search\*

(\*Charges may apply).

After reviewing the Homepage slides, the customer can choose to review helpful documents under the Resources tab. The 'Help' link provides additional information in regard to the information required to use the service, cost, and search results the customer may receive. The 'FAQ' link provides the customer with answers to FDLE's frequently asked CCHInet questions. After receiving results, the customer can select 'Info & Links' to explore standard abbreviations and disposition terminology used on a criminal history record.



When ready, select the 'Public Search' button to begin the criminal history record check request process. After selecting 'Public Search', the system navigates the customer to the Terms and Conditions page. The customer must select the checkbox acknowledging the terms and conditions prior to selecting 'Start Search'.

A screenshot of the 'Terms and Conditions' page on the CCHInet website. The page lists several terms of service, including charges for searches and the requirement for certified documentation. At the bottom, there is a checkbox for accepting the terms and conditions, which is highlighted by a red arrow. Below the checkbox is a blue 'START SEARCH' button. The website header and navigation links are also visible.

## Step 1 of 6 (Payment Information)

On the Payment Information page, the customer will enter the billing address as well as the email address that will receive the payment receipt and criminal history results. The selection to automatically email payment receipts and criminal history results is checked by default, but the customer can deselect the check box to elect out of this option. Once all required fields have been entered, the customer can select 'Submit' for Step 2.

Note: If the customer intends to complete more than one search with the same billing information, the 'Automatically email criminal history results' and 'Automatically email payment receipts' options will apply for all searches conducted.

Customers outside of the United States will select 'Other' from the US State or Canadian Province dropdown and enter five zeros (00000) in the Zip/Postal Code field.

Home Resources Restricted User Print

Payment Information (Step 1 of 6)

\*Indicates a Required Field

**Billing Information**

\* Name as printed on Credit Card:

\* Billing Address:  Billing Address Continued:

\* City:  US State or Canadian Province:

\* Zip/Postal Code:  Country:

**Email Information:**

Enter only one email address. Additional email addresses may be added during step 4 (payment receipt) and step 6 (search results)

\* Email Receipt/RAP sheet to:

\* Enter Email again to confirm:

The following email address will be used to send your results. Please confirm it is correct before clicking Submit:

☒ Automatically email criminal history results ☒ Automatically email payment receipts

Submit Reset

## Step 2 of 6 (Search Criteria)

On the Search Criteria page, the customer will enter the demographic details of the individual they wish to conduct a criminal history record check on. CCHInet is a name-based criminal history search; therefore, the accuracy of the search criteria provided greatly affects the candidate results received

Note: CCHInet requires a full social security number (SSN) to be entered in the Social Security Number field; a partial SSN will not be accepted.

If there are additional names the individual may be known as, such as a nickname, maiden name or AKA, the customer can select the 'Yes' radio button for 'Add Aliases?'. The system will display the additional fields necessary to enter the information. Once all required fields have been entered, the customer can select 'Submit' for Step 3.

Home Resources Restricted User Print

**Search Criteria (Step 2 of 6)**  
\* Indicates a Required Field

**Request Criminal History Record Check On**

\* First Name: Middle Name: \* Last Name: Suffix:   
 (Hyphenate multiple last names.)  
 Example: "Smith Jones, John" becomes Smith-Jones or SmithJones.

\*Date of Birth OR Age:  
 Date of Birth (MM/DD/YYYY or MMDDYYYY): OR Approximate Age:   
 Age in Numbers.

\* Race: \* Sex: Social Security Number:  
 Choose One Choose One

Add Aliases?  
 ☐ Yes ☐ No

+ Maiden/Alias Name(s) +

Submit Reset Back

Add Aliases?  
 ☒ Yes ☐ No

— Maiden/Alias Name(s) —

**Maiden/Alias 1**

First Name: Middle Name: Last Name: Suffix:

**Maiden/Alias 2**

First Name: Middle Name: Last Name: Suffix:



## Step 3 of 6 (Confirmation)

On the Confirmation page, the customer reviews the demographic information entered in Step 2. If the information has not been entered as intended, selecting 'Cancel' will take the customer back to the previous step. Selecting 'Submit' will direct the customer to a secure, external payment site to complete payment using a secure credit card processing site.

Note: The customer is required to select the checkbox as an acknowledgement prior to moving forward.

Confirmation (Step 3 of 6)

**!** A total charge of \$25.00, which includes a \$1.00 credit card processing fee, is about to be billed to your debit or credit card for a Demographic Inquiry based on the following:

Search Criteria				
First	Middle	Last	Sex	Suffix
RONALD		SMITH-JONES		
Date Of Birth	Age	Race	Sex	SSN
	49	U	M	

Alias 1

First	Middle	Last	Suffix
RON		SMITH-JONES	

Alias 2

First	Middle	Last	Suffix

☐ By selecting this checkbox and clicking the submit button, you will leave this FDLE website and will be taken to a secure credit card processing site. After credit card processing is complete, you will be redirected back to this FDLE website to print your receipt.

Press Submit to accept charges and process your search or press Cancel to cancel this search and return to the search criteria page.

\*\*\* Click Submit only once, and do not click the Back button. \*\*\*



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Billing Information

First Name

Last Name

Address Line 1

City

Country/Region

State/Province

Zip/Postal Code

Email

Payment Details

Card Type \*

☐ VISA Visa ☐ Mastercard

☐ Discover Discover ☐ American Express

Card Number \*

Expiration Date \*

CVN \*

This code is a three or four digit number printed on the back or front of credit cards.

## Step 4 of 6 (Payment)

On the Payment page, the customer can review transaction information. If the customer elected to automatically receive an email receipt, the email is sent and the system displays a confirmation message at the top of the page. In addition to the billing information, the customer can expand the 'Search Criteria' section to display the demographic information entered to conduct the search.

If the customer elected out of automatically receiving an email receipt, a valid email address can be entered in the 'Email Receipt copy to:' field. After reviewing the transaction, billing, and search information, the customer selects 'Continue to Search Results'. If the customer elected not to receive an email receipt, FDLE encourages recording the Transaction Information before selecting 'Continue to Search Results'.

CCH Charge Receipt Page: Receipt will be automatically e-mailed to AmandaTaylor@fdle.state.fl.us

### Payment (Step 4 of 6)

[+ Search Criteria](#)

**Payment Information:**  
Either print out your receipt or write down the Transaction ID number **1421986**, also highlighted within Receipt Information below, then press the *Continue to Search Results* button to finish the background check.

**Receipt Information:**

[Print Receipt](#)

This is only your receipt. To view the results of your search continue to the results page.

Customer Information	Transaction Information
<b>Customer Information</b> Sarah Lynn Smith 123 Street Road Tallahassee, FL 32333	<b>Transaction Information</b> Transaction ID# <b>1421986</b> Confirmation # C2246242 Authorization # 0XXXXA Time of Transaction 9/8/2020 8:55:15 AM Search Fee \$24.00 Credit Card Processing Fee \$1.00 Amount Charged \$25.00

Receipt will be automatically e-mailed to AmandaTaylor@fdle.state.fl.us

**Email Receipt copy to:**  
Separate multiple email addresses by comma.

[Share receipt via email](#)

[Continue to Search Results](#)

Home Resources Restricted User [Print](#)

### Payment (Step 4 of 6)

[+ Search Criteria](#)

First	Middle	Last	Suffix
RONALD		SMITH-JONES	
Date Of Birth	Age	Race	Sex
	49	U	M

**Alias 1**

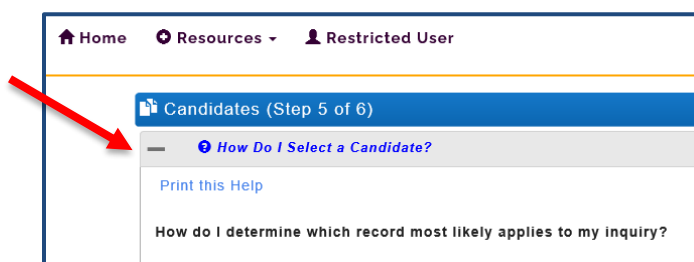
First	Middle	Last	Suffix
RON		SMITH-JONES	

**Alias 2**

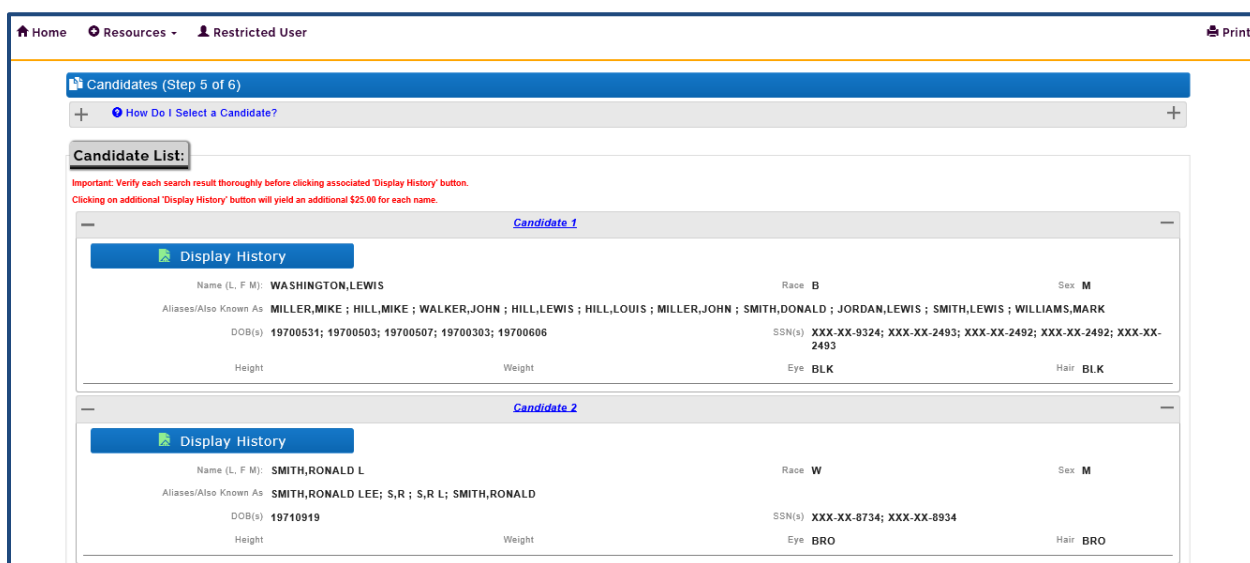
First	Middle	Last	Suffix

## Step 5 of 6 (Candidates)

On the Candidates page, the system will display potential candidates if the search criteria entered by the customer matches demographic information for an individual in Florida's Computerized Criminal History (CCH) database. The Candidates page includes a help link, 'How Do I Select a Candidate', to assist customers on the selection of a candidate. Note: Full social security numbers are suppressed in accordance with state law; however, the last four digits are displayed to assist with customer matching.



Once the demographic information has been reviewed for Candidate 1, the customer can choose to collapse the section by selecting the 'Candidate 1' hyperlink or selecting '—' at the top left or top right of that candidate's section.



The candidate section can also be expanded by selecting the 'Candidate 1' hyperlink or selecting '+' in the top right or top left of the section if the section is collapsed.

Once each candidate's demographic information has been reviewed, the customer can select 'Display History' for the candidate that best matches the demographic information submitted in Step 2. The system displays a confirmation message, 'Are you sure this is the best match results?' Selecting 'Yes' will display the criminal history record of the candidate. Selecting 'No' will close the confirmation message and refresh the candidate list.

The screenshot shows the 'Candidates (Step 5 of 6)' interface. At the top, there is a navigation bar with 'Home', 'Resources', and 'Restricted User'. Below this is a blue header bar with 'Candidates (Step 5 of 6)' and a 'Print' icon. A sub-header bar contains a '+' icon, a link 'How Do I Select a Candidate?', and another '+' icon. The main section is titled 'Candidate List:' and includes a red warning message: 'Important: Verify each search result thoroughly before clicking associated 'Display History' button. Clicking on additional 'Display History' button will yield an additional \$25.00 for each name.' Below this, there are three candidate entries. The first entry, 'Candidate 1', is expanded and shows a 'Display History' button. To its right is a confirmation dialog: 'Are you sure this is the best match result?' with 'Yes' and 'No' buttons. A red arrow points to the 'Yes' button. The dialog also shows demographic information for Candidate 1: Name (L, F M): SMITH, RONALD JAMES; Race: B; Sex: M; Aliases/Also Known As: SMITH, RONALD; SMITH, RONALD J; DOB(s): 19711102; 19711127; SSN(s): XXX-XX-0648; Height: ; Weight: ; Eye: BRO; Hair: BLK. The second entry, 'Candidate 2', is collapsed. The third entry, 'Candidate 3', is also collapsed and shows a 'Display History' button.

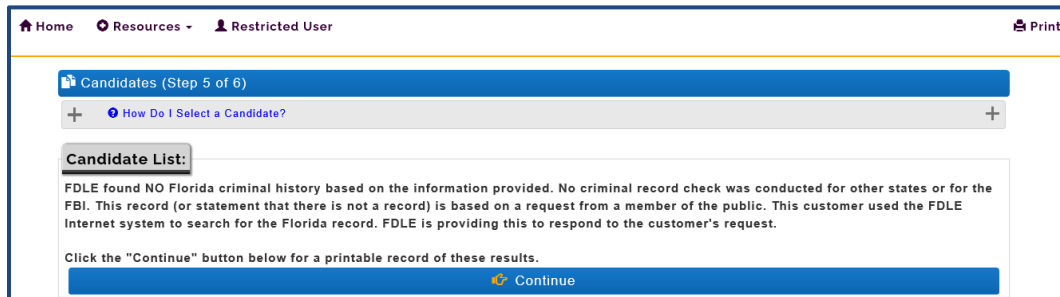
## (No Candidate Match)

After a thorough review of each potential candidate, the candidate can select 'None of the Above' if it is determined there is not a candidate match.

The screenshot shows the 'Candidates (Step 5 of 6)' interface. At the top, there is a navigation bar with 'Home', 'Resources', and 'Restricted User'. Below this is a blue header bar with 'Candidates (Step 5 of 6)' and a 'Print' icon. A sub-header bar contains a '+' icon, a link 'How Do I Select a Candidate?', and another '+' icon. The main section is titled 'Candidate List:' and includes a red warning message: 'Important: Verify each search result thoroughly before clicking associated 'Display History' button. Clicking on additional 'Display History' button will yield an additional \$25.00 for each name.' Below this, there are three candidate entries, all of which are collapsed. At the bottom of the candidate list, there is a blue button labeled 'None of the Above'.

## (No Candidates Found)

If the search criteria submitted does not meet a candidate's demographics in Florida's Computerized Criminal History (CCH) database, the system will display the message below.



The screenshot shows a web application interface. At the top, there is a navigation bar with links for 'Home', 'Resources', and 'Restricted User', along with a 'Print' icon. Below the navigation bar, there is a blue header bar that says 'Candidates (Step 5 of 6)'. Underneath this, there is a grey bar with a plus icon, a link 'How Do I Select a Candidate?', and another plus icon. The main content area is titled 'Candidate List:' and contains a message from FDLE stating that no Florida criminal history was found based on the provided information. It also mentions that no criminal record check was conducted for other states or for the FBI. The message concludes by stating that the record is based on a request from a member of the public and that the customer used the FDLE Internet system to search for the Florida record. Below the message, there is a blue button labeled 'Continue'.

Home Resources Restricted User Print

Candidates (Step 5 of 6)

+ How Do I Select a Candidate? +

**Candidate List:**

FDLE found NO Florida criminal history based on the information provided. No criminal record check was conducted for other states or for the FBI. This record (or statement that there is not a record) is based on a request from a member of the public. This customer used the FDLE Internet system to search for the Florida record. FDLE is providing this to respond to the customer's request.

Click the "Continue" button below for a printable record of these results.

Continue

## Step 6 of 6 (Results)

On the Results page, the customer has the option to share the Florida CCH Response by entering additional email addresses in the Additional Options section and/or print the Florida CCH Response. To select an additional candidate, the customer can select 'Back to Search Results'.

Home Resources Restricted User Print

Results (Step 6 of 6)

Additional Options:

Additional e-mail(s) to share the result with: (Separate multiple email addresses by comma) History will be e-mailed immediately.

Print History New Search Share history result Back to Search Results

--FLORIDA CCH RESPONSE-- (0.00 sec)  
FC.DLE/03493873.PUR/P.ATW/ANONCHINET/SARAHLYNWSMITH  
SID NUMBER: 03493873 PURPOSE CODE: Public Record Checks

Because additions or deletions may be made at any time, a new copy should be requested when needed for future use.

IDENTITY SECTION

State ID		
FBI Number	DOC Number	
DEMOGRAPHICS		
Name	Date of Birth	Social Security Number
SMITH, RONALD JAMES		
Sex	Race	Place of Birth

The candidate originally chosen will display as a red hyperlink. If 'Display History' for a second candidate is selected, the system will display a confirmation message, "An additional charge of \$25.00 is about to be billed to your credit card."

Home Resources Restricted User Print

Candidates (Step 5 of 6)

How Do I Select a Candidate?

Candidate List:

Indicates criminal history was retrieved/displayed for this candidate.

Candidate 1

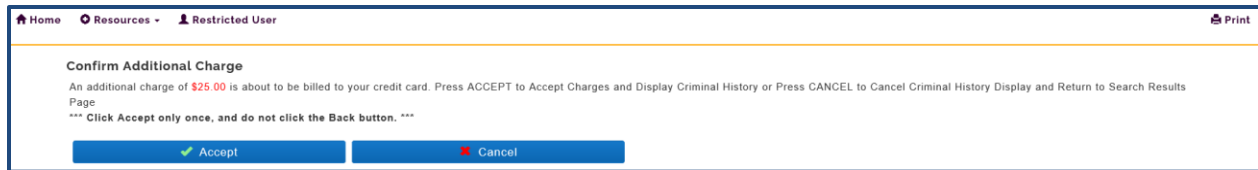
Display History

Name (L, F M): WASHINGTON, LEWIS Race B Sex M  
Aliases/Also Known As MILLER, MIKE ; HILL, MIKE ; WALKER, JOHN ; HILL, LEWIS ; HILL, LOUIS ; MILLER, JOHN ; SMITH, DONALD ; JORDAN, LEWIS ; SMITH, LEWIS ; WILLIAMS, MARK  
DOB(s) 19700531; 19700503; 19700507; 19700303; 19700606 SSN(s) XXX-XX-9324; XXX-XX-2493; XXX-XX-2492; XXX-XX-2493  
Height Weight Eye BLK Hair BLK

SMITH, RONALD JAMES

Display History

Name (L, F M): SMITH, RONALD JAMES Race B Sex M  
Aliases/Also Known As SMITH, RONALD ; SMITH, RONALD J  
DOB(s) 19711102; 19711127 SSN(s) XXX-XX-6648  
Height Weight Eye BRO Hair BLK



Home Resources Restricted User Print

### Confirm Additional Charge

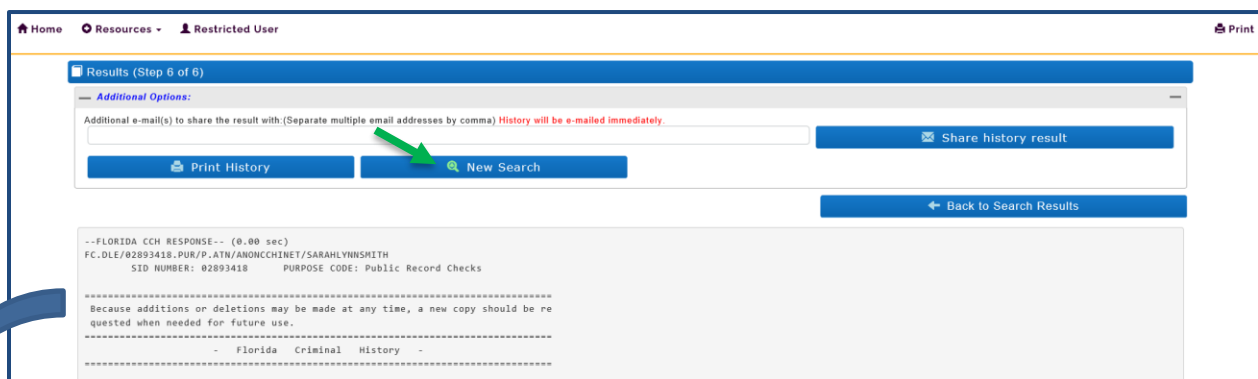
An additional charge of \$25.00 is about to be billed to your credit card. Press ACCEPT to Accept Charges and Display Criminal History or Press CANCEL to Cancel Criminal History Display and Return to Search Results Page

\*\*\* Click Accept only once, and do not click the Back button. \*\*\*

Accept Cancel

If the customer agrees to accept the additional charge by selecting 'Accept', the system displays the Payment page with the receipt information. Selecting 'Continue to Search Results' will display the candidate's criminal history.

If the customer elects to conduct a new search, 'New Search' is selected from the Results page. The system gives the customer the option to enter new billing information or use the billing information entered for the previous transaction.



Home Resources Restricted User Print

### Results (Step 6 of 6)

Additional Options:

Additional e-mail(s) to share the result with: (Separate multiple email addresses by comma) History will be e-mailed immediately.

Share history result

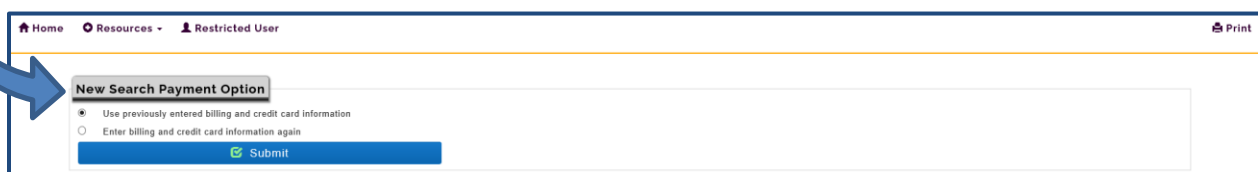
Print History New Search

Back to Search Results

--FLORIDA CCH RESPONSE-- (0.00 sec)  
FC.DLE/02893418.PUR/P.ATN/ANONCHINET/SARAHLYNNSMITH  
SID NUMBER: 02893418 PURPOSE CODE: Public Record Checks

Because additions or deletions may be made at any time, a new copy should be requested when needed for future use.

Florida Criminal History



Home Resources Restricted User Print

### New Search Payment Option

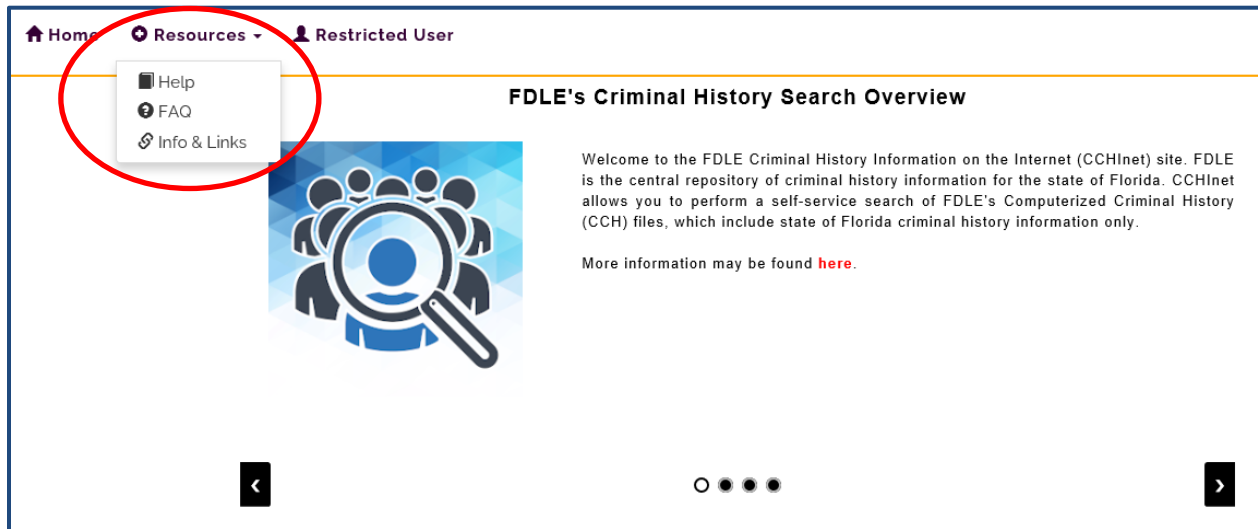
☒ Use previously entered billing and credit card information  
☐ Enter billing and credit card information again

Submit

Selecting "Use previously entered billing and credit card information" will navigate the customer to the Search Criteria page (Step 2). Selecting "Enter billing and credit card information again" will navigate the user to the Payment Information page (Step 1).

## Need Assistance?

Customers can also refer to the Resources tab on the Home page to access frequently asked questions in regard to cost, search results, and security. Customers needing additional assistance with CCHInet can reach FDLE's Criminal History Services section Monday through Friday, 8:00 a.m. – 5:00 p.m. EST at (850) 410-8161.



Thank you for using FDLE's CCH on the Internet!

