

Instructions for using the CCHR Web Portal:

Enter this Link:

 ct.flexcheck.us.idemia.io/CCHRSPreEnroll/

You will come to this screen:



Connecticut Criminal History Request System

PreEnrollment



Welcome to the Connecticut Criminal History Request System (CCHR)! Your use of this site implies that you are acknowledging that you are submitting a pre-enrollment request for a fingerprint-based criminal history check for an authorized recipient within the State of Connecticut.

Pre Enrollment

The agency (or entity) that is asking you to be fingerprinted should have given you a 'Service Code.' Please enter that code here:

-

NOTE: If you have a CCHR account, you can sign in [here](#).

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Enter the service code given to you by the agency/instructor or employer; the system will take you to the following screen:



Connecticut Criminal History Request System

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Please confirm the below information is correct.

Information for Service Code

9F1A-0C08

Agency: DESPP SLFU CT920600Z

Agency ID: CT920600Z

Applicant Type: DESPP Security Officer License

Does the above look correct?

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Click Yes if the information looks correct or No to have the system take you back to the Pre-Enrollment Screen.

The system will take you to the following screen:



Connecticut Criminal History Request System

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Pre Enrollment

[9F1A-0C08]

DESPP SLFU

DESPP Security Officer License

NOTE: Please make sure all mandatory fields are completed (mandatory fields are in bold with asterisk* & blue highlight.)

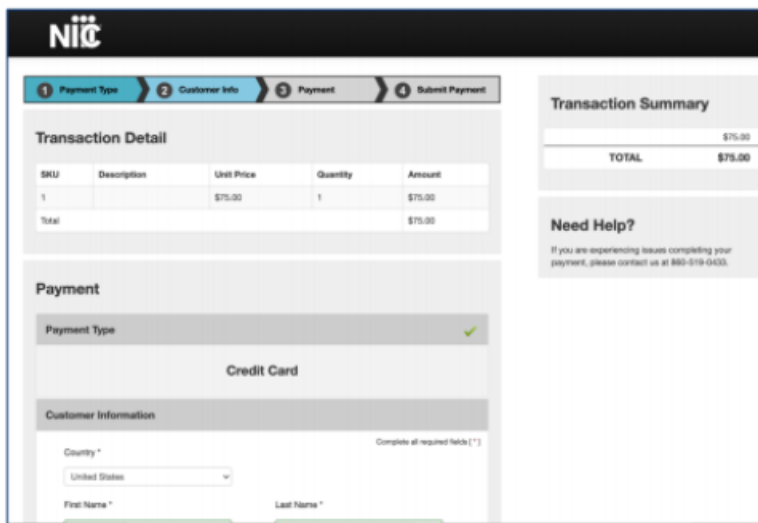
Last Name*	<input type="text" value="Last Name"/>
First Name*	<input type="text" value="First Name"/>
Middle Name	<input type="text" value="Middle Name"/>
Suffix	<input type="text" value=""/>
DOB*	<input type="text" value="mm/dd/yyyy"/>
SSN	<input type="text" value="123-12-1234"/>
Sex*	<input type="text" value="Select Sex"/>
Race*	<input type="text" value="Select Race"/>
Hispanic	<input type="checkbox"/> Hispanic Indicator
Height (508: 5 feet 8)*	<input type="text" value="508"/>
Weight*	<input type="text" value="175"/>
Eye Color*	<input type="text" value="Select Eye Color"/>
Hair Color*	<input type="text" value="Select Hair Color"/>
Place of Birth*	<input type="text" value="Select Country"/>
Country of Citizenship	<input type="text" value="Select Country"/>
Miscellaneous Identifying Number (MNU)	Number
<input type="text" value="Select Code"/>	<input type="text" value=""/>
Email: (email address needs to be valid and complete or notifications from the system will not be received)	
Email Address*	<input type="text" value="email@site.com"/>
Email Confirmation*	<input type="text" value="email@site.com"/>
Residence:	
House Number	<input type="text" value="1234"/>
Street Name	<input type="text" value="Address Street Name"/>
Street Type	<input type="text" value="Ave, Court, Plac"/>
Street Directional	<input type="text" value="NW, SW, ..."/>
Apt Number	<input type="text" value="A, 18, ..."/>
City	<input type="text" value="Hartford"/>
Country	<input type="text" value="Select Country"/>
Zip/Postal Code	<input type="text" value="06101"/>
Zip Extended	<input type="text" value="1234"/>
Employer:	
Occupation	<input type="text" value=""/>
Employer Name	<input type="text" value=""/>
Employer Street Address	<input type="text" value=""/>

Complete everything in BOLD with an asterisks/blue. Once everything is completed click submit pre-enrollment on the bottom right of the screen.



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The system will take you to the payment screen. Enter your credit card information:



Once the credit card information is submitted, you will receive a confirmation on screen that your Pre-enrollment was successful. The system will generate an Applicant Tracking Number; See image below:



A Pre-enrollment email will be sent as well as a barcode. This can be taken to a livescan location or any other location that does fingerprinting. If you receive a hard copy of your fingerprint card, please mail it to our office with your Applicant Tracking number, application, licensing fee and privacy rights form.

Any additional questions please contact our office at 860-685-8046 or visit our website at www.ct.gov/DESPP.