



CCH on the Internet (CCHInet)

Help Document

Version 1.3

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Criminal Justice Information Services

Criminal History Services



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Introduction to CCHInet / Homepage

Customers can access CCHInet (the *Instant Search*) from the Florida Department of Law Enforcement's (FDLE) public website (www.fdle.state.fl.us) or directly using the following link: <https://cchinnet.fdle.state.fl.us>.

If accessing CCHInet from FDLE's public website, select the *Request a Criminal History* tile.

Florida Department of Law Enforcement
Mark Glass, Commissioner

Contact FDLE | Site Map

About FDLE Careers Public Records FDLE Regions & Divisions Quick Links

How can we help you today?

How to Become an Officer **Search**

Popular Search Topics:

- Criminal History / LiveScan
- Seal and Expunge
- Firearm Purchase
- AMBER and Missing Child Alerts
- Silver and Purple Alerts
- Cyber Security
- Career Offender Registry
- Online Mandatory Retraining
- Publications
- Active Assailant Response Policy
- CALEA Comments
- FDLE Grant Program

Report Suspicious Activity

Request a Criminal History

Next, select *Florida Criminal History Record Check* from the menu options presented on the left-side of the page. The website will navigate the customer to the *State of Florida Criminal History Record Check* page. The CCHInet link is available once the customer selects the *Instant Search* option.

The screenshot shows the Florida Department of Law Enforcement website. The header includes the logo, the name 'Florida Department of Law Enforcement', and the Commissioner's name 'Mark Glass, Commissioner'. There are links for 'Contact FDLE' and 'Site Map', and a search bar. The main navigation menu includes 'About FDLE', 'Careers', 'Public Records', 'FDLE Regions & Divisions', and 'Quick Links'. The breadcrumb trail is 'FDLE Home / Criminal History Records > Florida Criminal History Record Check'. The left sidebar menu is expanded to 'Criminal History Records', with 'Florida Criminal History Record Check' selected. The main content area is titled 'State of Florida Criminal History Record Check' and contains a paragraph about the FDLE's role. A red arrow points to the 'Instant Search' option in a list. A large blue arrow points from the 'Instant Search' option to a detailed view of the 'Instant Search' option, which includes a red arrow pointing to the link 'Instant Florida Criminal History Search'.

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Contact FDLE | Site Map

Search

About FDLE | Careers | Public Records | FDLE Regions & Divisions | Quick Links

FDLE Home / Criminal History Records > Florida Criminal History Record Check

Criminal History Records

- Florida Criminal History Record Check**
- National Criminal History Record Check
- VECHS Program
- Registered Livescan Submitters
- Become a Livescan Submitter
- Criminal History Records Fee Schedule
- Contact Criminal History Records

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 navigate the customer to the CCHInet Homepage.

An overview of CCHNet is provided on the Homepage slides by selecting the arrow icon.

CRIMINAL HISTORY SERVICES
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 (CCHNet) site. FDLE is the central repository of criminal history information for the state of Florida. CCHNet 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](#).

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

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](#).

Search Criteria



(Charges may apply).



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](#).

View/Email results



(Charges may apply).



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 CCHNet's results may be found [here](#).

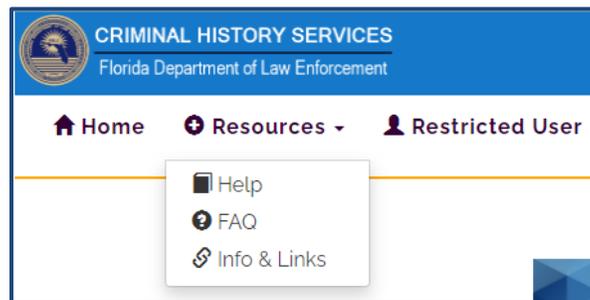
Submit an electronic request for certified results by clicking [here](#).



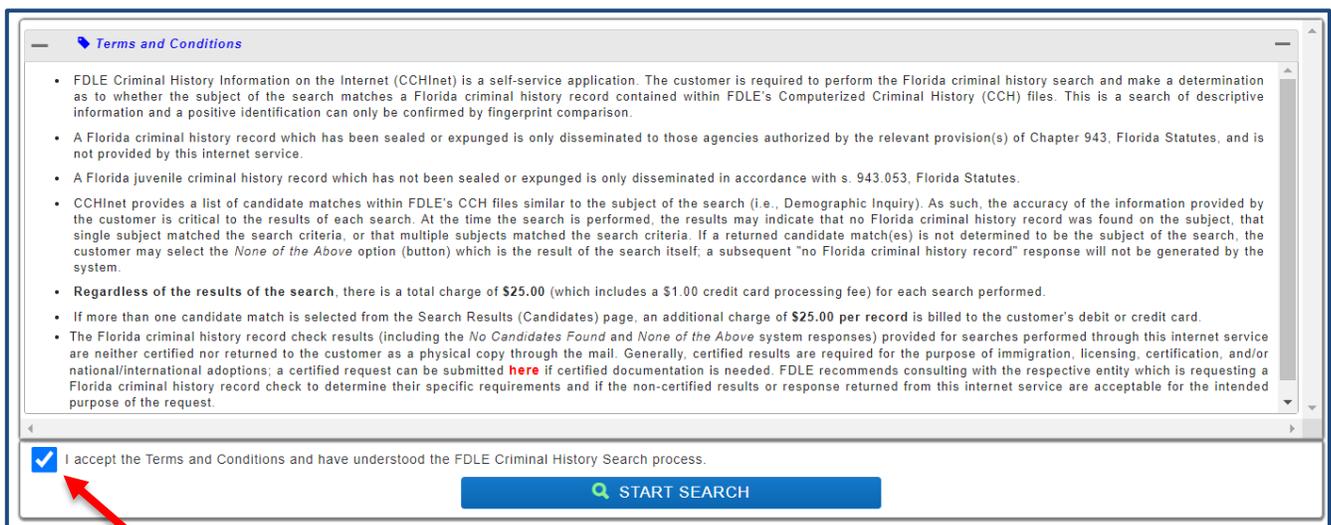
(Charges may apply).

After reviewing the Homepage slides, the customer may also review helpful resources provided under the *Resources* tab at the top of the page:

- The **Help** link provides additional information with 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 may select **Info & Links** to explore standard abbreviations and disposition terminology used on a Florida criminal history record.



Selecting the *Public Search* button from the Homepage will direct the customer to begin the Florida criminal history record check request process. After selecting the *Public Search* button, the application navigates the customer to the *Terms and Conditions* page. Upon review, the customer must select the checkbox acknowledging the understanding and acceptance of the *Terms and Conditions* prior to selecting the *Start Search* button at the bottom of the page.



Step 1 of 6 (Payment Information)

On the *Payment Information* page, the customer will enter the respective billing information, as well as the e-mail address that the payment receipt and the Florida criminal history result(s)/search response(s) should be sent to. The selection to automatically e-mail a payment receipt(s) and the Florida criminal history result(s)/search response(s) is checked by default; however, the customer may deselect the checkbox to elect out of this option. Once all required fields have been entered, the customer can select the *Submit* button at the bottom of the page to proceed to Step 2.

Note: If the customer intends to complete more than one (1) search with the same billing information, the “Automatically e-mail Florida criminal history results/search response” and “Automatically e-mail payment receipt(s)” options will apply for all searches conducted.

Customers located outside of the United States should select “Other” from the *US State or Canadian Province* drop-down menu and enter five (5) zeros (00000) in the *Zip/Postal Code* field.

The screenshot displays a web form titled "Payment Information (Step 1 of 6)". At the top, there are navigation links for Home, Resources, and a user profile for a Restricted User, along with a Print icon. The form is divided into two main sections: "Billing Information" and "E-mail Information".

Billing Information: This section contains several required fields marked with an asterisk (*):

- Name as printed on Debit or Credit Card: A text input field.
- Billing Address: A text input field.
- Billing Address (Continued): A text input field.
- City: A text input field.
- US State or Canadian Province: A dropdown menu currently set to "Florida".
- Zip/Postal Code: A text input field.
- Country: A dropdown menu currently set to "United States".

E-mail Information: This section includes:

- A note: "Please Enter only one e-mail address. Additional e-mail addresses may be added during Step 4 (Payment) and Step 6 (Results)".
- E-mail Receipt/Florida Criminal history record/search response to: A text input field.
- Enter e-mail address again to confirm: A text input field.
- A confirmation message: "The provided e-mail address will be used to send the respective results of the search. Please confirm it is correct before selecting the Submit button (below)."
- Two checked checkboxes: "Automatically e-mail Florida criminal history results/search response" and "Automatically e-mail payment receipt(s)".

At the bottom of the form, there are two buttons: "Submit" and "Reset". Two red arrows point to the checkboxes in the E-mail Information section.

Step 2 of 6 (Search Criteria)

On the *Search Criteria* page, the customer enters the demographic details of the individual they wish to conduct a Florida criminal history record check on. CCHInet is a name-based, Florida criminal history record check; therefore, the accuracy of the search criteria provided by the customer greatly affects the potential candidate result(s) or response which may be returned.

Note: The combined first, middle, last name(s), and suffix of the subject of the search cannot exceed forty-six (46) characters. If applicable, multiple last names must be hyphenated. Additionally, CCHInet requires a full social security number (SSN) to be entered in the optional *Social Security Number* field; a partial SSN will not be accepted.

If there are additional names the individual may be known by (i.e., a nickname, maiden name, or other alias), the customer should select the *Yes* radio button under the *Add Aliases* header. The application will display the additional fields necessary to enter the information. Once all required fields have been entered, the customer can select the *Submit* button to proceed to Step 3.

Home Resources Restricted User Print

Search Criteria (Step 2 of 6)

* Indicates a Required Field

Request Florida Criminal History Record Check On

Important: The combined first, middle, last names and suffix (if applicable) cannot exceed 46 characters.

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

Add Aliases?
 Yes No

+ Maiden/Alias Name(s) +

Submit Reset Back

Add Aliases?
 Yes No

— Maiden/Alias Name(s) —

Maiden/Alias 1

Important: The combined first, middle, last names and suffix (if applicable) cannot exceed 46 characters.

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

Maiden/Alias 2

Important: The combined first, middle, last names and suffix (if applicable) cannot exceed 46 characters.

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

Step 3 of 6 (Confirmation)

On the *Confirmation* page, the customer reviews the billing information entered during Step 1 and the demographic information entered during Step 2. If any information needs to be modified or appended to, selecting the *Cancel* button will return the customer to the previous step.

The customer is required to review and select both checkboxes to express understanding and acknowledgement of the conditions prior to moving forward to Step 4.

Upon completion, the customer selects the *Submit* button at the bottom of the page to be automatically directed to a secure, external electronic payment system to complete payment.

CRIMINAL HISTORY SERVICES
Florida Department of Law Enforcement

Home Resources Restricted User Print

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: JOHN	Middle: DOE	Last: DOE	Suffix:
Date Of Birth: 01/01/2001	Age:	Race: W	Sex: M

Area 1: First, Middle, Last, Suffix
Area 2: First, Middle, Last, Suffix

Payment Information

Address Line 1: 1234 Banana Dr	Address Line 2:	City: Tallahassee	State: FL	Zip: 32304
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By selecting this checkbox, I understand that I will leave this FDLE website and be taken to a secure credit card processing website. After the debit or credit card charge processing is complete, I will be redirected back to this FDLE website to print or e-mail my receipt.

By selecting this checkbox, I understand that:

- I have thirty (30) minutes to enter my debit or credit card information and review any Florida criminal histories during this payment session, after which I am required to enter the debit or credit card information again. A timer will appear in the upper right-hand corner of the Search Results screen at the beginning of the last five (5) minutes remaining in the payment session.
- I am charged \$25.00 for each search in CCHSnet. If one (1) or multiple records are returned as a result of the provided search criteria, I am able to review one (1) criminal history result without any additional charge.
- If I encounter any technical issues while entering the debit or credit card information or while performing a search, I will contact FDLE's Criminal History Services Section at (850) 410-6184 or ApplicationChecks@fldle.state.fl.us before attempting to perform the search.

If you have read and understand these items, please ensure both checkboxes are checked and select the **Submit** button to accept charges and process this search. Otherwise, select the **Cancel** button to cancel this search and return to the Search Criteria page (Step 2).

*** Only select the Submit button once; please do not click the Back button from your internet browser.***

Submit **Cancel**

Florida Department of Law Enforcement

Electronic Payment System

\$25.00

Cards Accepted: VISA, Mastercard, AMERICAN EXPRESS, DISCOVER, etc.

CREDIT CARD INFORMATION

Name on Card

Card Number

Expiration Date

MM / YY

CANCEL

PAY

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Step 4 of 6 (Payment)

On the *Payment* page, the customer reviews the transaction information. If the customer elected to automatically receive an e-mail receipt in Step 1, the e-mail is sent to the provided e-mail address and the application 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 e-mail receipt and requires a copy of the receipt and/or would like a receipt to be sent to another e-mail address, a valid e-mail address can be entered in the *Email Receipt copy to* field and the *Share receipt via e-mail* button selected. Otherwise, if the customer elects not to receive an e-mail receipt, FDLE encourages the transaction information to be noted prior to proceeding to Step 5.

After reviewing the transaction, billing, and search information, the customer selects the *Continue to Search Results* button at the bottom of the page to proceed to Step 5.

CCH Charge Receipt Page. Receipt will be automatically e-mailed to [REDACTED]

Home Resources Restricted User Print

Payment (Step 4 of 6)

+ Search Criteria +

Payment Information:
Please print your receipt or record the Transaction ID number **1431875**, also highlighted within the Receipt Information section (below), then select the Continue to Search Results button to complete the Florida Criminal history record check.

Receipt Information:

Print Receipt

This is only your receipt. To view the results of your search, please continue to the Results page (Step 6).

Customer Information	Transaction Information
1234 Banana Dr Tallahassee, FL 32304	Transaction ID# 1431875
	Confirmation # C101133
	Authorization # TEST123
	Time of Transaction 1/25/2023 9:23:59 AM
	Search Fee \$24.00
	Credit Card Processing Fee \$1.00
	Amount Charged \$25.00

Receipt will be automatically e-mailed to [REDACTED]

E-mail Receipt copy to:
Separate multiple e-mail addresses by a comma (,).

Share receipt via e-mail

Continue to Search Results

Home Resources Restricted User Print

Payment (Step 4 of 6)

Search Criteria

First	Middle	Last	Suffix
JOHN		DOE	
Date Of Birth	Age	Race	Sex
01/01/2001		W	M
SSN			

Alias 1

First	Middle	Last	Suffix

Alias 2

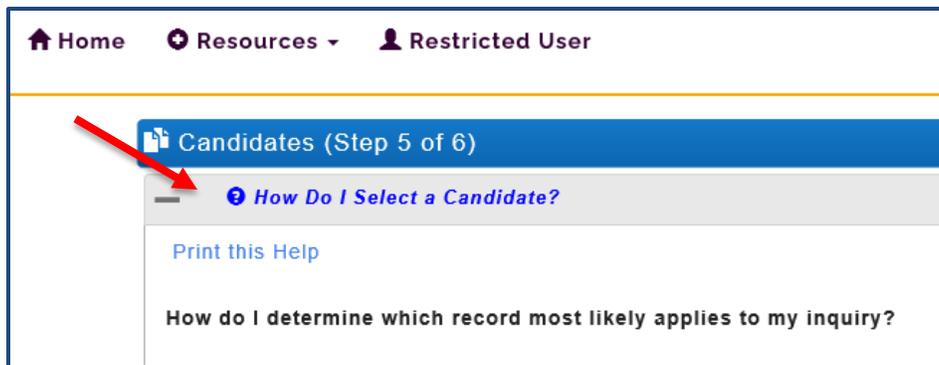
First	Middle	Last	Suffix

Step 5 of 6 (Candidates)

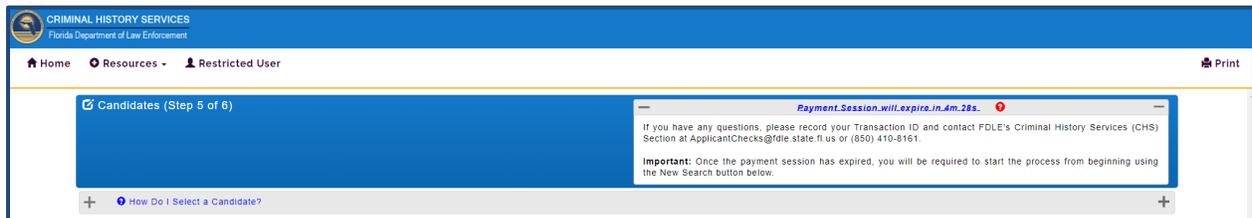
On the *Candidates* page, the application will display potential candidate(s) if the search criteria entered by the customer matches demographic information for an individual in Florida's Computerized Criminal History (CCH) database. If applicable, the customer may wish to refer to the *Why did my search return no results?* section on the [CCHInet's FAQ page](#).

The *Candidates* page includes a help link (*How Do I Select a Candidate?*) to assist the customer on the selection of a candidate(s).

Note: Full social security numbers are suppressed in accordance with state law; however, the last four (4) digits are displayed to assist with matching.



For billing security purposes, the application limits the amount of time a customer has to complete the search to thirty (30) minutes, which begins at the time the debit or credit card information is entered during Step 3. A timer will appear in the top-right of the *Candidates* page at the beginning of the last five (5) minutes remaining in the payment session.



Pending payment session expiration reminder



Payment session expiration notice

If the customer does not make any selection(s) on the *Candidates* page and the payment session expires, a charge is still incurred for the use of the search and a refund cannot be provided by FDLE. In these instances, the transaction remains in the *Manual Demographic Review Required* status and the customer should contact FDLE's Criminal History Services (CHS) Section **within twenty-four (24) hours** of the search being performed (or the following business day if this occurs outside of the [hours of operation](#)) for further assistance. Beyond this timeframe, a new search must be initiated by the customer, which will incur the cost of an additional search fee.

Once the demographic information has been carefully reviewed for the respective candidate match(es) (for example, in the screenshot below, *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 the respective candidate's section.

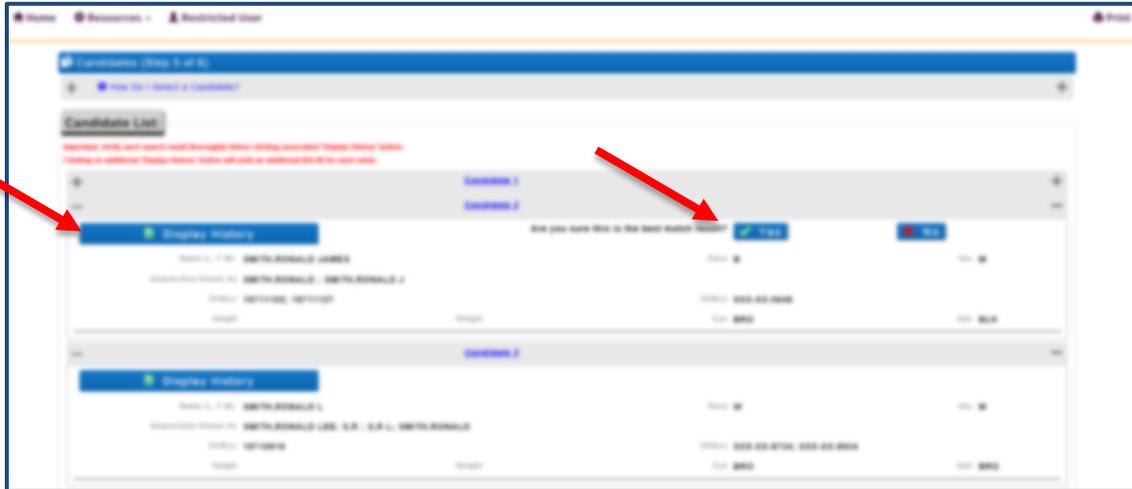


Screenshot intentionally blurred for the purposes of this document

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

Once each candidate's demographic information has been carefully reviewed, the customer selects the *Display History* button for the candidate who best matches the demographic information submitted during Step 2.

The application displays a confirmation message, "Are you sure this is the best match results?". Selecting the *Yes* button will display the Florida criminal history record of the respective candidate; selecting the *No* button will close the confirmation message and refresh the candidate list.



Screenshot intentionally blurred for the purposes of this document

(No Candidate Match)

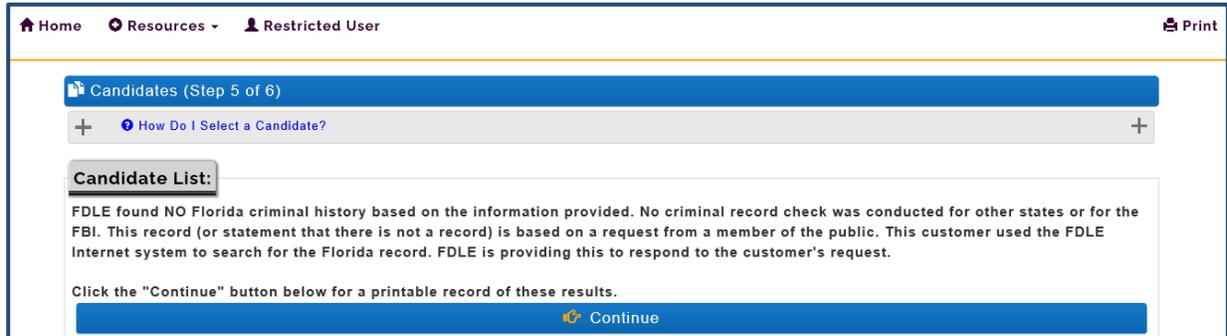
After a thorough review of each candidate, the customer can select the *None of the Above* button at the bottom of the page if it is determined there is not a candidate match. The application will generate an e-mail to the customer indicating that it was determined that none of the returned candidate(s) were determined to be a match, based on the provided search criteria—this is the result of the search itself.



Note: FDLE is unable to offer a refund if the customer selects the *None of the Above* button and intended to select a potential candidate(s) or vice versa; in these instances, a new search must be initiated by the customer. Additionally, if the application-generated statement with the *None of the Above* option is not suitable for the needs or requirements of the Florida criminal history record check, the customer may wish to consider conducting a separate search through FDLE's [Certified/Non-Certified Search](#).

(No Candidates Found)

If the submitted search criteria does not match a candidate's demographics in Florida's Computerized Criminal History (CCH) database, the application will display the following message:



Selecting the *Continue* button will navigate the customer to Step 6 for a printable record of this result (i.e., response).

Step 6 of 6 (Results)

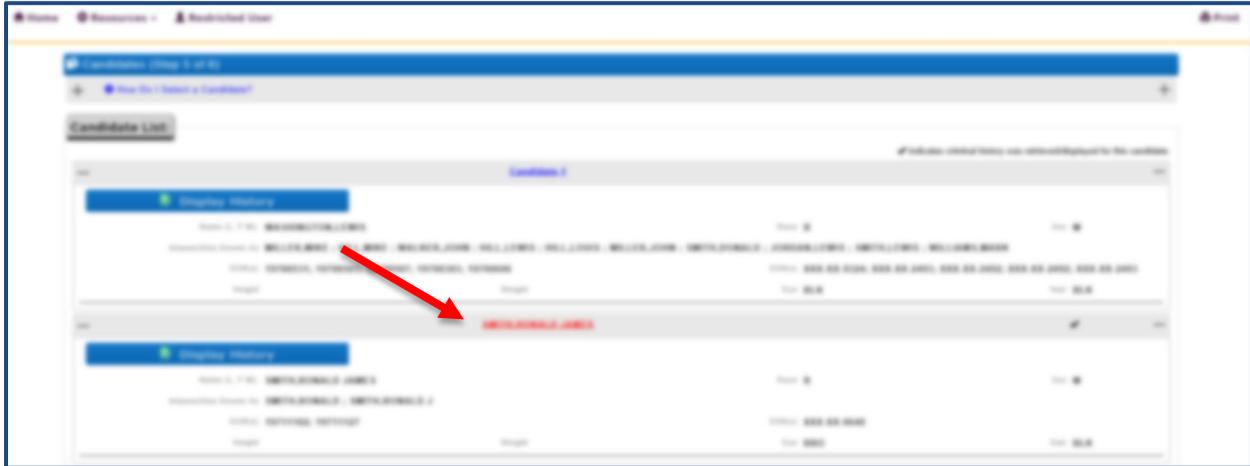
On the *Results* page, the customer has the option to share the results by entering additional e-mail addresses in the *Additional Options* section (and selecting the *Share history result* button) and/or print the results (by selecting the *Print History* button).

To select an additional candidate, the customer can select the *Back to Search Results* button.

The screenshot shows a web application interface for 'Results (Step 6 of 6)'. At the top, there is a navigation bar with 'Home', 'Resources', and 'Restricted User' links, and a 'Print' icon. Below the navigation bar, the main content area is titled 'Results (Step 6 of 6)'. Underneath, there is an 'Additional Options' section. This section contains a text input field for 'Additional e-mail address(es) to share the Florida criminal history record check result with.' To the right of this field is a 'Share history result' button. Below the input field are two buttons: 'Print History' and 'New Search'. To the right of the 'Share history result' button is a 'Back to Search Results' button. Red arrows point to the 'Print History', 'Share history result', and 'Back to Search Results' buttons. Below the 'Additional Options' section, there is a section for search results. It starts with '--FLORIDA CCH RESPONSE-- (0.00 sec)'. Below this, there is a line of text: 'PUR/P.ATN/ANONCCHINET/'. Below that, there is a line: 'SID NUMBER PURPOSE CODE: Public Record Checks'. Below this, there is a line: 'Because additions or deletions may be made at any time, a new copy should be requested when needed for future use.' Below that, there is a line: '- Florida Criminal History -'. Below this, there is a line: 'IDENTITY SECTION'. Below that, there is a line: 'State ID'. Below that, there is a line: '33'. Below this, there is a line: 'DEMOGRAPHICS'. Below that, there is a line: 'Name Date of Birth Social Security Number'. Below that, there is a line: 'Sex Race Place of Birth'. The text in the search results section is redacted with black boxes.

Data intentionally redacted for the purposes of this document

The candidate(s) chosen will display as a red hyperlink. If the *Display History* button is selected for another candidate(s), the application will display a confirmation message, “An additional charge of \$25.00 is about to be billed to your credit card.”

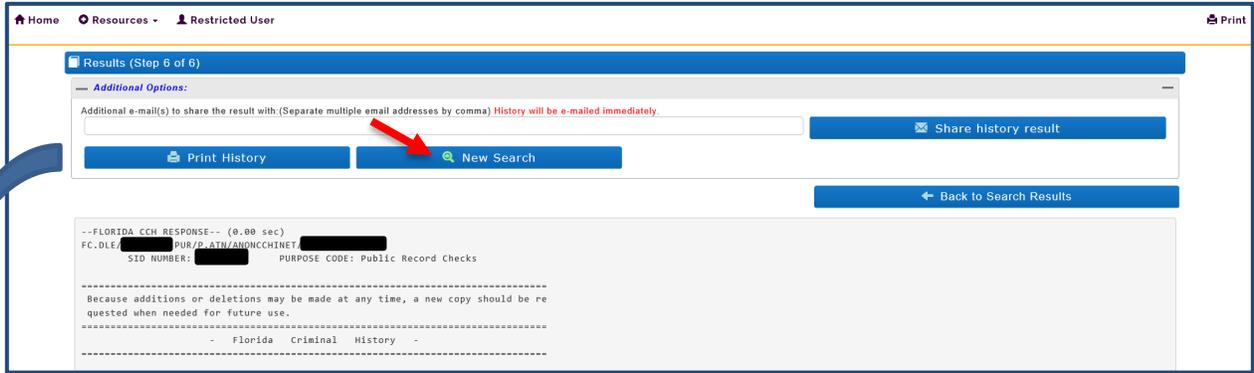


Screenshot intentionally blurred for the purposes of this document

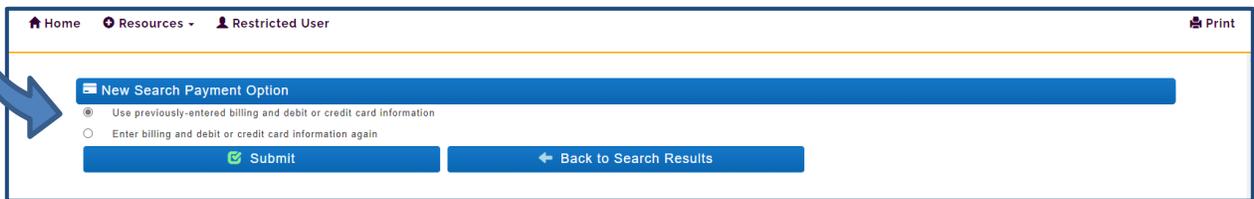


If the customer agrees to accept the additional charge by selecting the *Accept* button, the application displays the *Payment* page with the receipt information. Selecting the *Continue to Search Results* button will display the respective candidate’s Florida criminal history.

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



Data intentionally redacted for the purposes of this document

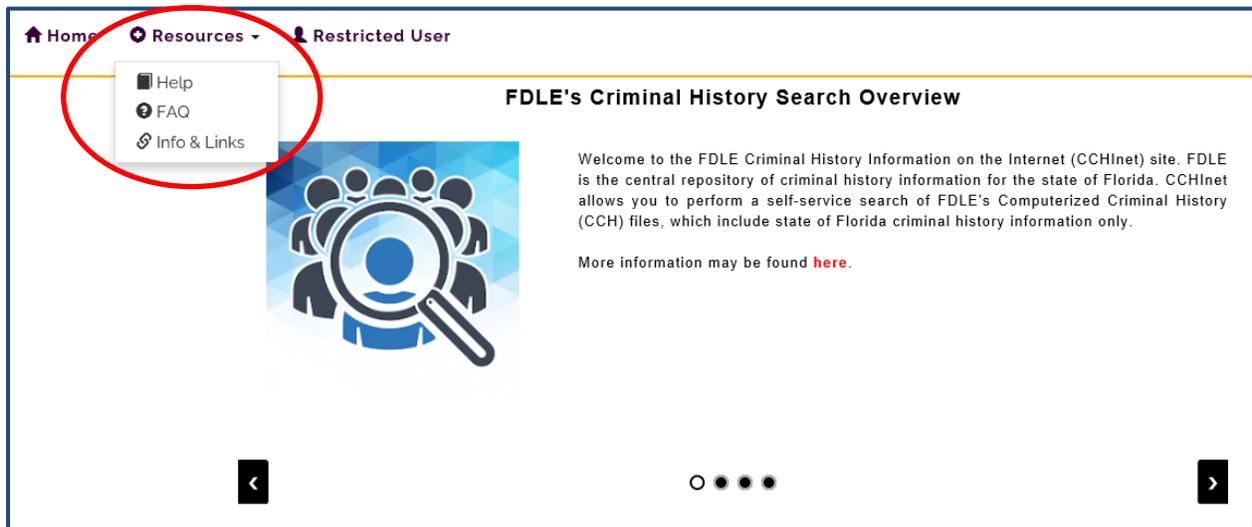


Selecting the “Use previously-entered billing and debit or credit card information” option and *Submit* button navigates the customer to the *Search Criteria* page (Step 2); selecting the “Enter billing and debit or credit card information again” option and *Submit* button navigates the customer to the *Payment Information* page (Step 1).

Need Assistance?

Customers may refer to the *Resources* tab located at the top of the CCHInet Homepage to access frequently asked questions (FAQ) with regard to cost, search results, and security.

Customers needing additional assistance with CCHInet may contact FDLE’s Criminal History Services Section during the hours of operation—Monday through Friday, 9:00 AM – 4:00 PM (EST) (excluding [holidays](#) and/or other state agency office closures)—by telephone at (850) 410-8161 (please remain on the line through the telephone prompts) or by e-mail at ApplicantChecks@fdle.state.fl.us.



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

