

Go to website: <http://epatch.state.pa.us>

Select "Submit a New Record Check"

The screenshot shows the website header with the Pennsylvania State Police logo, the title "Pennsylvania Access To Criminal History", and the names of the Acting Commissioner Robert Evanchick and Governor Thomas W Wolf. A navigation bar includes "Home", "Record Check", and "Help". The main content area features a welcome message, a red announcement about fee increases starting December 1, 2017, contact information for the PATCH Helpdesk, and a note that notarized copies must be submitted by mail. Below this are several menu items: "New Record Check (Volunteers only)", "Submit a New Record Check" (highlighted with a red arrow), "Check the status of a Record Check", and "Registered PATCH Accounts" (with a sub-note: "(Only used by pre-approved organizations)").

Home | **Record Check** | **Help**

Welcome to Pennsylvania Access To Criminal History

On December 1, 2017, the fee for a Criminal History Record Check will increase to \$22.00. The fee for an Access and Review will increase to \$20.00. The fee for a Notarized Criminal History Record Check will increase to \$27.00.

The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response.

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

New Record Check (Volunteers only)

Submit a New Record Check ←

Check the status of a Record Check

Registered PATCH Accounts
(Only used by pre-approved organizations)

Accept Terms and Conditions

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- **Record:** Indicates the person has a record and it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified record form and the corresponding RAP Sheet will be displayed in PDF format. This form should be printed.
3. **Pending:** This status is occasionally assigned when traffic is extremely heavy and requires the user to check back at a later time. A request should not remain in pending status for more than 24 hours. If a request remains in pending status for more than 24 hours call the PATCH Help Line toll-free at 1-888-QUERY-PA (1-888-783-7972).

Pennsylvania State Police Notary Policy

Criminal history responses requiring notarization can only be notarized by a Pennsylvania State Police notary. The notary seal is considered valid at the time of notarization. Should proof of the notary public's appointment be required, please contact the Secretary of the Commonwealth via mail at 210 North Office Building, Harrisburg, PA 17120 or by telephone at (717) 787-5280.

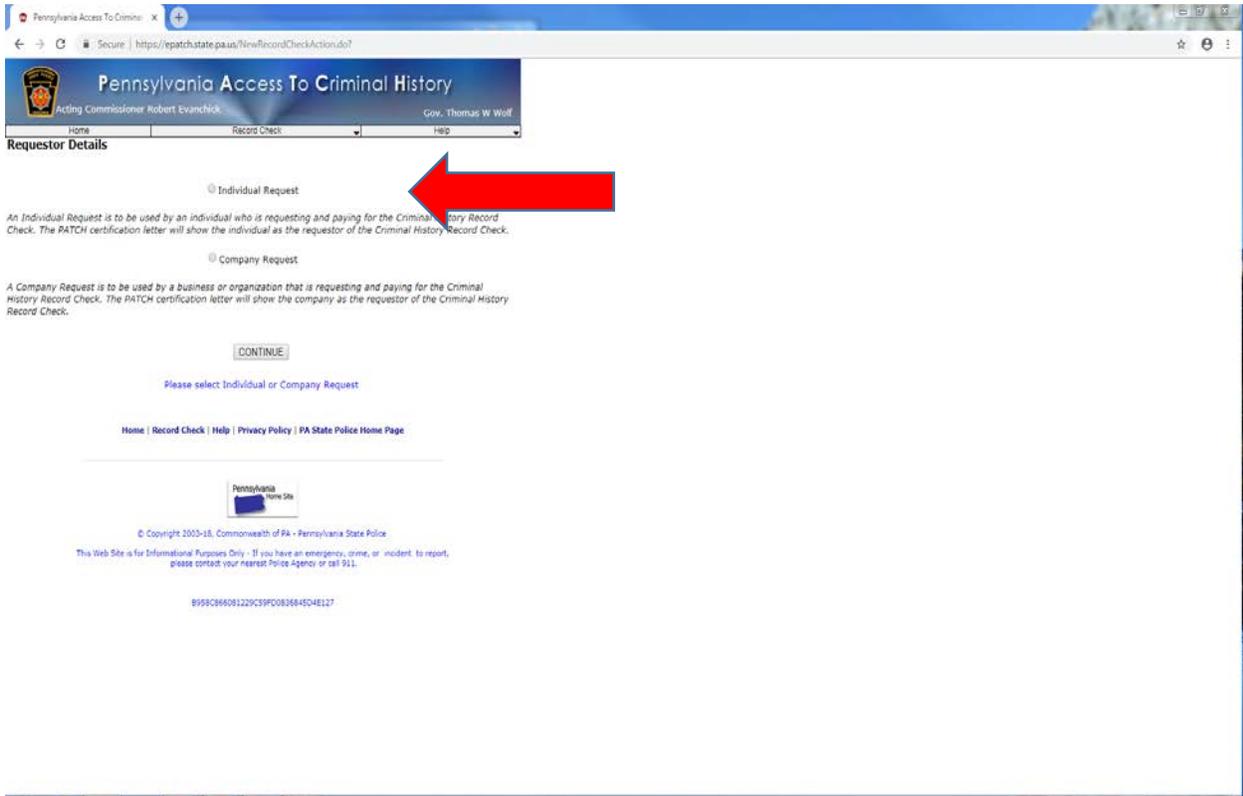
Notary Public reappointment occurs 2 to 3 months prior to expiration of their commission. If the expiration of the notary's commission interferes with the process in which you require a notarized criminal history response, it will be necessary for you to submit a new request for criminal history record check.

Do you accept these Terms and Conditions:



[Home](#) | [Record Check](#) | [Help](#) | [Privacy Policy](#) | [PA State Police Home Page](#)

Select Individual Request



Fill out the form with your information



The banner features the Pennsylvania State Police logo on the left. The text reads "Pennsylvania Access To Criminal History" in large white letters. Below this, it says "Acting Commissioner Robert Evanchick" on the left and "Gov. Thomas W Wolf" on the right. At the bottom of the banner are three navigation tabs: "Home", "Record Check" (which is selected and has a dropdown arrow), and "Help" (which also has a dropdown arrow).

Requestor Information

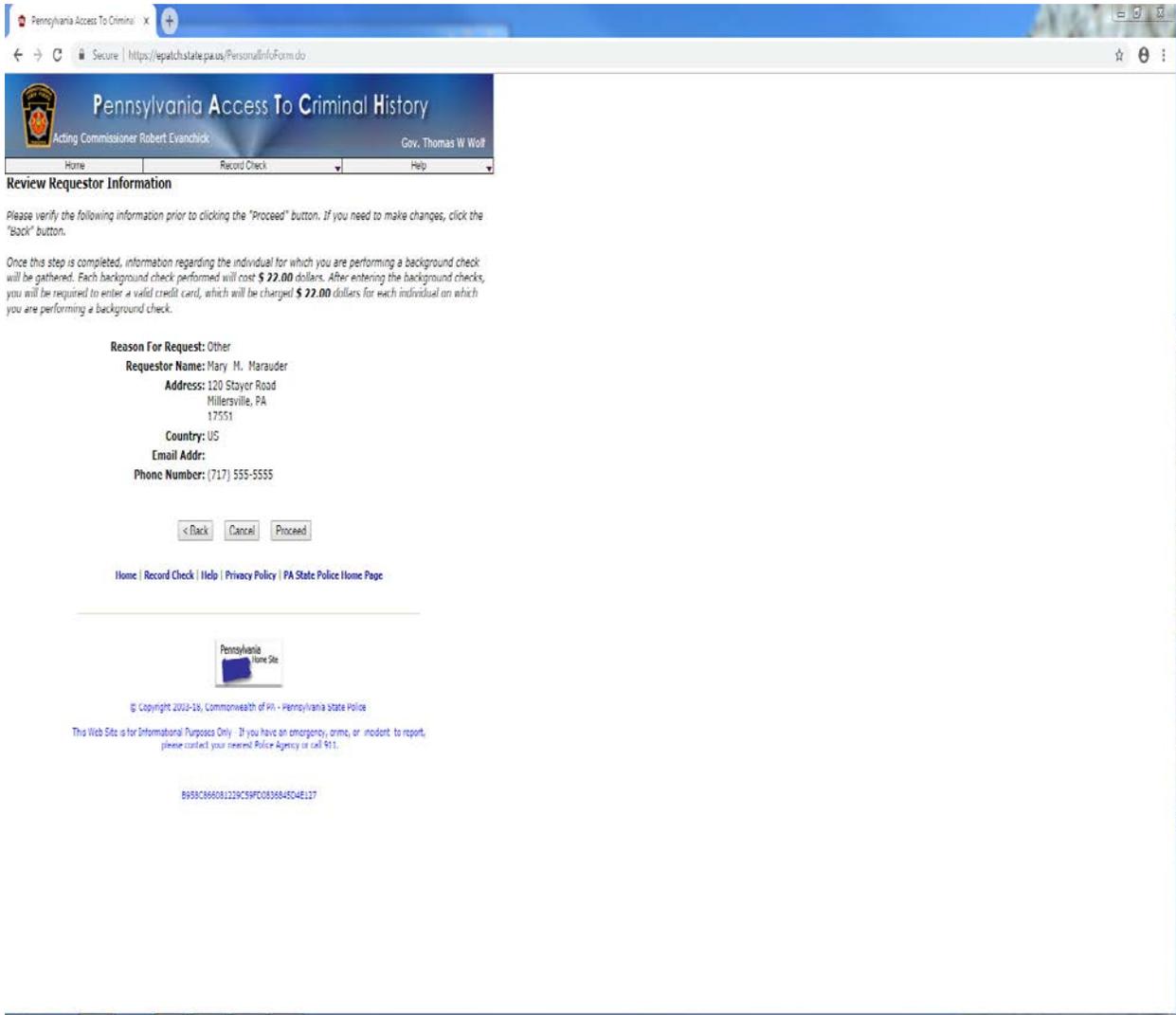
Please fill in the following form. Fields marked with an * are required.

The system has been updated to allow the requestor to add an email address. When an email address is entered an email confirming that the request was received by the Pennsylvania State Police will be sent. Another email will be sent when the request is completed.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost **\$ 22.00** dollars. After entering the background checks, you will be required to enter a valid credit card, which will be charged **\$ 22.00** dollars for each individual on which you are performing a background check.

Reason For Request:	<input type="text" value="-- Select a Reason --"/>	*
First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Address Line 1:	<input type="text"/>	*
Address Line 2:	<input type="text"/>	
City:	<input type="text"/>	*
State:	<input type="text" value="-- Select a State --"/>	*
Zip:	<input type="text"/>	*
Country:	<input type="text" value="UNITED STATES"/>	
Email Addr:	<input type="text"/>	
Confirm Email Addr:	<input type="text"/>	
Phone Number:	<input type="text"/>	*

Make sure your information is correct and click "Proceed."



Click Enter this Request ONE TIME, then view in Queued Record Requests

Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check or First and middle names may **NOT** contain numbers, hyphens, apostrophes, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields marked with an * are required. To submit multiple requests, the "Add Request" button. When finished entering requests, click the "Finished" button.

First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Suffix:	<input type="text"/>	
Identity Theft #:	<input type="text"/>	
Social Security #:	<input type="text"/>	(xxxxxxxx) (Highly recommended)
Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	(mm/dd/yyyy) *
Sex:	<input type="text" value="Unknown"/>	
Race:	<input type="text" value="Unknown"/>	

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

When your clearance is processed, click on your control number for your certificate



Click on Certification Form link.



Print certificate as a pdf for uploading.

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110
Response for Criminal Record Check

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: [REDACTED]
Sex: [REDACTED]
Race: [REDACTED]
Date of Request: 08/28/2014 06:34 AM
Purpose of Request: [REDACTED]
Maiden Name and/or Alias (1) (2)
(3) (4)

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL**

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN <https://epatch.state.pa.us/RCStatusSearch.jsp> AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:



Lieutenant Kevin J. Deskiewicz, Director
Criminal Records and Identification Division

DISSEMINATED BY: SYSTEM
08/28/2014 06:35 AM