For assistance, contact:
PATCH Helpdesk at
1-888-783-7972

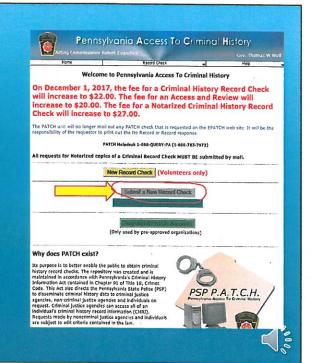# ACT 34: PENNSYLVANIA CRIMINAL HISTORY BACKGROUND CHECK

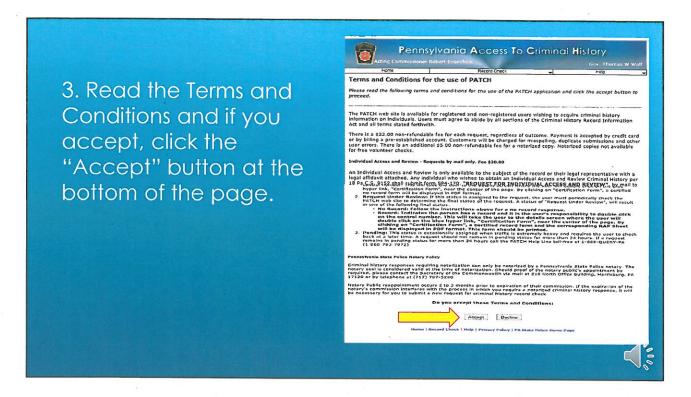**Instructions for Teacher Education candidates at Shippensburg University**

Office of Partnerships, Professional Experiences, and Outreach
Shippen Hall 354
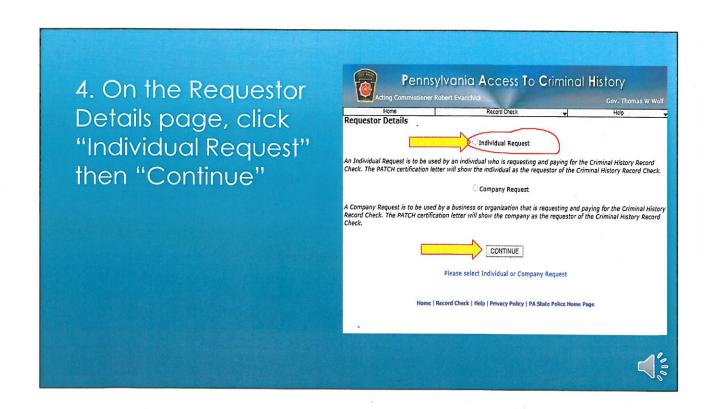Office: 717-477-1487
Email: fieldexperiences@ship.edu

SHIPPENSBURG UNIVERSITY
College of Education and Human Services

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1. Access the Pennsylvania Access to Criminal History (PATCH) at **https://epatch.state.pa.us**

2. Click on "Submit a New Record Check."
(Note: DO NOT select the *Volunteers only* option)

Pennsylvania Access To Criminal History
Acting Commissioner Robert Evanchick   Gov. Thomas W Wolf

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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

Epatch level PATCH Access
(Only used by pre-approved organizations)

Why does PATCH exist?

Its purpose is to better enable the public to obtain criminal history record checks. The repository was created and is maintained in accordance with Pennsylvania's Criminal History Information Act contained in Chapter 91 of Title 18, Crimes Code. This Act also directs the Pennsylvania State Police (PSP) to disseminate criminal history data to criminal justice agencies, non-criminal justice agencies and individuals on request. Criminal justice agencies can access all of an individual's criminal history record information (CHRI). Requests made by noncriminal justice agencies and individuals are subject to edit criteria contained in the law.

PSP P.A.T.C.H.
Pennsylvania Access To Criminal History

3. Read the Terms and Conditions and if you accept, click the "Accept" button at the bottom of the page.

Pennsylvania Access To Criminal History
Acting Commissioner Robert Evanchick   Gov. Thomas W Wolf

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Terms and Conditions for the use of PATCH

Please read the following terms and conditions for the use of the PATCH application and click the accept button to proceed.

The PATCH web site is available for registered and non-registered users wishing to acquire criminal history information on individuals. Users must agree to abide by all sections of the Criminal History Record Information Act and all terms stated forthwith.

There is a $22.00 non-refundable fee for each request, regardless of outcome. Payment is accepted by credit card or by billing a pre-established account. Customers will be charged for misspelling, duplicate submissions and other user errors. There is an additional $5.00 non-refundable fee for a notarized copy. Notarized copies not available for free volunteer checks.

Individual Access and Review - Requests by mail only. Fee $20.00

An Individual Access and Review is only available to the subject of the record or their legal representative with a legal affidavit attached. Any individual who wishes to obtain an Individual Access and Review Criminal History per 18 Pa.C.S. 9152 shall submit form SP4-170, "REQUEST FOR INDIVIDUAL ACCESS AND REVIEW", by mail to hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified no record form will be displayed in PDF format.

2. **Request Under Review:** If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request. A status of "Request Under Review", will result in one of the following final status.
   - **No Record:** Follow the instructions above for a no record response.
   - **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 (1 800 783 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?

[Accept]   [Decline]

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4. On the Requestor Details page, click "Individual Request" then "Continue"

Pennsylvania Access To Criminal History
Acting Commissioner Robert Evanchick   Gov. Thomas W Wolf

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Requestor Details

○ Individual Request

An Individual Request is to be used by an individual who is requesting and paying for the Criminal History Record Check. The PATCH certification letter will show the individual as the requestor of the Criminal History Record Check.

○ Company Request

A Company Request is to be used by a business or organization that is requesting and paying for the Criminal History Record Check. The PATCH certification letter will show the company as the requestor of the Criminal History Record Check.

[CONTINUE]

Please select Individual or Company Request

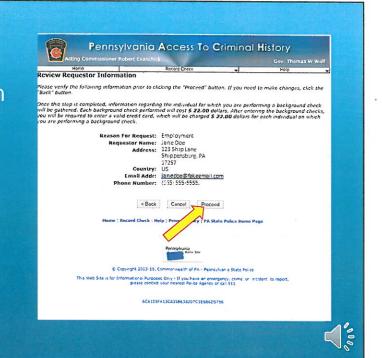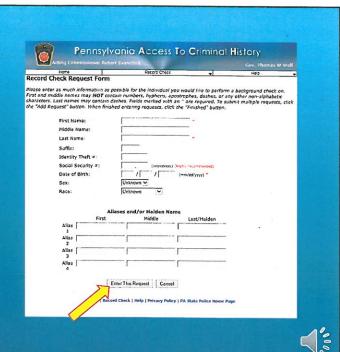Home | Record Check | Help | Privacy Policy | PA State Police Home Page

5. On the Requestor Information page, select "Employment" as the *Reason for Request*, then fill in your information. When finished, click "Next" at the bottom of the screen.
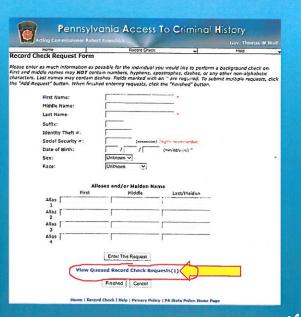

6. On the Review Requestor Information page, review your information. If it is correct, click "Proceed." If it is incorrect, click on "Back" to make corrections on the previous screen.

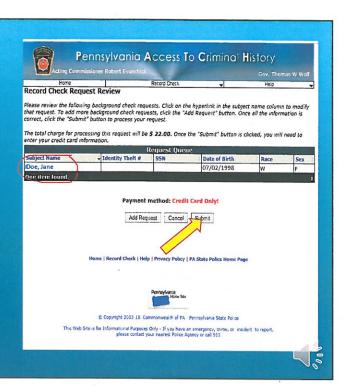7. On the Record Check Request Form, enter the information requested. When finished, click "Enter This Request".

8. Another blank Record Check Request Form will pop up. Do not enter your information again. Scroll to the bottom and click the statement "View Queued Record Check Requests (1)"

9. On the Record Check Request Review page, a Request Queue box will appear with your name, date of birth, race, sex, etc. If the information is correct, click "Submit".

10. On the Request Checkout, click "Checkout".

11. Enter your credit card information and click "Pay with Your Credit Card."

12. On the record check request results page, click on the "control #" in the box.

BY CLICKING ON THIS LINK, YOU WILL BE ABLE TO VIEW YOUR BACKGROUND CHECK CERTIFICATE.

13. On the Record Check Details page, click on "Certification Form" at the bottom of the page, which will provide a PDF of your PA State Police Criminal Record Check.

*YOU MUST CLICK "CERTIFICATION FORM" AND SAVE AND PRINT. DO NOT PRINT THIS SCREEN TO THE RIGHT-THAT IS JUST PROOF OF PAYMENT. *

14. After clicking "certification form" your criminal record check will download. Print the certificate using File: Print Preview:Print.
The document you print should look similar to the one on this screen.

You should also save it to your computer so you have a saved electronic copy.

Follow the directions for submitting your clearances to the Office of Partnerships, Professional Experiences, and Outreach (OPPEO), formerly Office of Field Experiences and Partnerships (OFEP)