

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



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 Evanshick Gov. Thomas W. Wolf

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 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

Notarized Criminal History Record Check
(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 records 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.

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

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.

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: **Employment**

First Name: _____

Middle Name: _____

Last Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____

State: -- Select a State --

Zip: _____

Country: UNITED STATES

Email Addr: _____

Confirm Email Addr: _____

Phone Number: _____

Cancel Next >

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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.

Review Requestor Information

Please verify the following information prior to clicking the "Proceed" button. If you need to make changes, click the "Back" button.

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: Employment

Requestor Name: Jane Doe

Address: 223 Ship Lane
Shippensburg, PA
17257

Country: US

Email Addr: janedoe@fhs.com

Phone Number: (55) 555-5555

< Back Cancel Proceed

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

Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check on. 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, click the "Add Request" button. When finished entering requests, click the "Finished" button.

First Name: _____
Middle Name: _____
Last Name: _____
Suffix: _____
Identity Theft #: _____
Social Security #: _____ (xxxxxxxx) (highly recommended)
Date of Birth: ____/____/____ (mm/dd/yyyy) *
Sex: [Unknown v]
Race: [Unknown v]

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	_____	_____	_____
Alias 2	_____	_____	_____
Alias 3	_____	_____	_____
Alias 4	_____	_____	_____

[Enter This Request] [Cancel]

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

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)".

Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check on. 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, click the "Add Request" button. When finished entering requests, click the "Finished" button.

First Name: _____
Middle Name: _____
Last Name: _____
Suffix: _____
Identity Theft #: _____
Social Security #: _____ (xxxxxxxx) (highly recommended)
Date of Birth: ____/____/____ (mm/dd/yyyy) *
Sex: [Unknown v]
Race: [Unknown v]

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	_____	_____	_____
Alias 2	_____	_____	_____
Alias 3	_____	_____	_____
Alias 4	_____	_____	_____

[Enter This Request]

View Queued Record Check Requests (1)

[Finished] [Cancel]

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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".

Record Check Request Review

Please review the following background check requests. Click on the hyperlink in the subject name column to modify that request. To add more background check requests, click the "Add Request" button. Once all the information is correct, click the "Submit" button to process your request.

The total charge for processing this request will be \$ 22.00. Once the "Submit" button is clicked, you will need to enter your credit card information.

Request Queue					
Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex
Doe, Jane			07/02/1998	W	F

One item found.

Payment method: **Credit Card Only!**

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

Request Checkout

Click on "Checkout" button to navigate to a secure gateway payment page where you will need to enter your credit card information. The total charge for processing this request will be \$ 22.00. Please do not refresh the web page or browser on checkout.

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EO/SP/18/F0266875542/597DFD3BBACDF

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

Review Your Order

Quantity	Item	Unit	Price
1	Doe,Jane		
			USD 22.00
Total			USD 22.00

[Return to PATCo Record Check Request Review](#)

Choose Payment Option

VISA masterpass

Pay With Your Credit Card

Cardholder Name Credit Card Number Expiry Date (MMYY)

Security Code

CVV2 is the short form for the 3-digit security code on the front of the credit card and is important for American Express. It is a 3-digit code located on the front.

Address City State/Province

ZIP/Postal Code

Country

[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.

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

Home Record Check Help

Record Check Request Results

The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. Please wait until processing has finished before reviewing any background checks. Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.

Control #	Subject Name	Date of Request	Status
R19913142	Doe,Jane	06/04/2018 10:10 AM	No Record

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Pennsylvania
The State

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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.

Record Check Details

This screen displays the details of a particular record check request. The request process has been completed. You may now print the certification form for your records. Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice number hyperlink. To view/print the certification form for this request click on the Certification Form hyperlink.

Control: [REDACTED]

Requested by: [REDACTED]

Subject Name: Doe, Jane Status: No Record

Alias/Maiden Name 1: Johnson, Jane Request Date: 06/04/2018 10:10 AM

Ruth Last Update Date: 06/04/2018 10:36 AM

Race: White Fee: \$22.00

Sex: F Payment Method: Credit Card

Date of Birth: 09/14/1978 Invoice #: R19913142

Social Security #: [REDACTED]

Reason for Request: Employment

Certification Form

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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)

Pennsylvania State Police
1809 Eisenhower Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

JANE DOE TELEPHONE: (656) 656-6555
123 SHIP LANE
SHIPPENSBURG, PA 17257

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: [REDACTED]
Sex: F
Race: White
Date of Request: 06/04/2018 10:10 AM
Purpose of Request: Employment

Maiden Name and/or Alias (1) [REDACTED] (2)
[REDACTED] (3) [REDACTED] (4)

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS- REFER TO CONTROL #R19913142 ***

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://patch.state.pa.us/NCStateSearch.jspx) 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 (1-888-783-7922)

Certified by: *Lt. F. P. Bowen*

Lt. Floyd P. Bowen
Director of Criminal Records & Identification
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
06/04/2018 10:36 AM