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

ACT 34: PENNSYLVANIA CRIMINAL HISTORY BACKGROUND CHECK

Instructions for Criminal Justice candidates at Shippensburg University

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

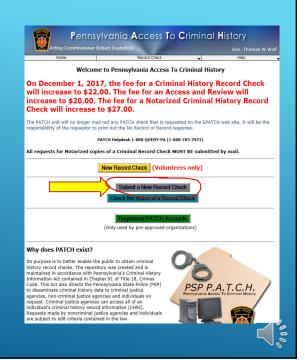


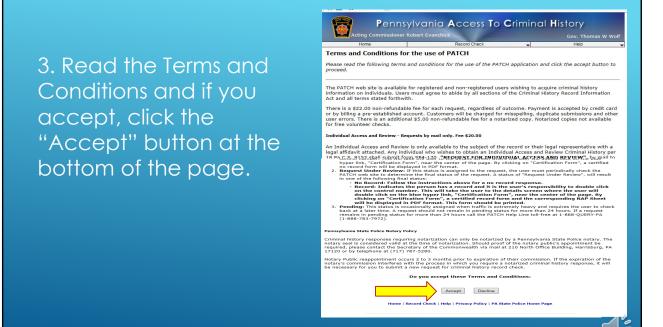
1

1. Access the Pennsylvania Access to Criminal History (PATCH) at

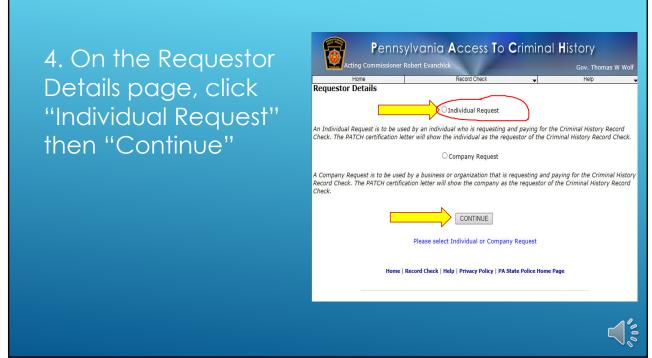
https://epatch.state.pa.us

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





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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.

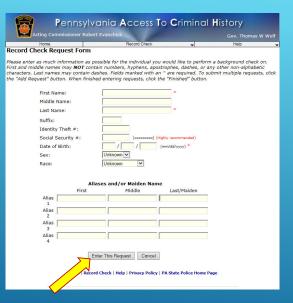


5

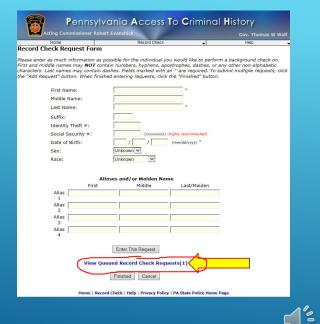
6. On the Review
Requestor Information
page, review your
information. If it is
correct, click
"Proceed." If it is
incorrect, click on
"Back" to make
corrections on the
previous screen.



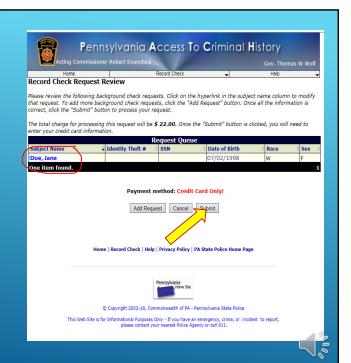
7. On the Record Check Request Form, enter the information requested. When finished, click "Enter This Request".



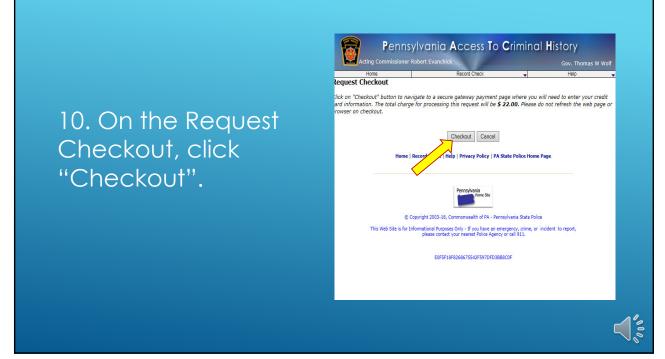
8. Another blank Record Check Request Form will pop up. Do not enter your information again. Scroll to the bottom and click the statement "View Queued Record Check Requests (1)"

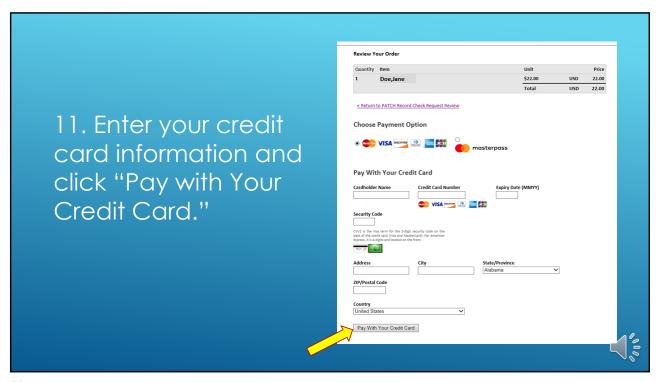


9. On the Record Check Request Review page, a Request Queue box will appear with your name, date of birth, race, sex, etc. If the information is correct, click "Submit".



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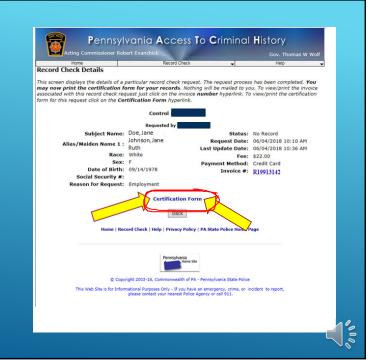






13. On the Record Check Details page, click on "Certification Form" at the bottom of the page, which will provide a PDF of your PA State Police Criminal Record Check.

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



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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.

