

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: fieldexperiences@ship.edu



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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)



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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

Home Record Check Help

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. §152.4 shall submit, to the PATCH, a **REQUEST FOR INDIVIDUAL ACCESS AND REVIEW**, by mail to the 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 (1-888-783-7972).

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:

☒ Accept ☐ Decline

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

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Home Record Check Help

Requestor Details

☒ Individual Request

☐ Company 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.

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

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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.

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Acting Commissioner Robert Evanchick Gov. Thomas W Wolf

Home Record Check Help

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.

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

Home Record Check Help

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: 123 Ship Lane
Shippensburg, PA
17257
Country: US
Email Addr: janedoe@fakeemail.com
Phone Number: (555) 555-5555

< Back Cancel Proceed

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Pennsylvania
Home Site

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

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 Home Record Check Help

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
 Race: 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"/>

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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)"

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 Home Record Check Help

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
 Race: 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"/>

[View Queued Record Check Requests\(1\)](#)

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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".

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Home Record Check Help

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.

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

One item found. 1

Payment method: **Credit Card Only!**

Add Request Cancel **Submit**

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

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Home Record Check Help

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.

Checkout Cancel

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

Review Your Order

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

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

Choose Payment Option

☒ VISA ☐ DISCOVER ☐ AMERICAN EXPRESS ☐ MASTERCARD ☐ masterpass

Pay With Your Credit Card

Cardholder Name Credit Card Number Expiry Date (MMYY)

Security Code

CVC2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

Address City State/Province

ZIP/Postal Code

Country

[Pay With Your Credit Card](#)

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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.

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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

[Control # found.](#)

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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. ***

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

Home Record Check Help

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
Back

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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.

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

JANE DOE
123 SHIP LANE
SHIPPENSBURG, PA 17257
TELEPHONE: (555) 555-5555

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: [REDACTED]
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) [REDACTED]

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS- REFER TO CONTROL #R19942111 ***

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 (http://patch.status.pa.ukc.state.pa.us) 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: *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

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