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

For assistance, contact:
PATCH Helpdesk at 1-888-783-7972
1. Access the Pennsylvania Access to Criminal History (PATCH) at https://epatch.pa.gov/home

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

![Record Check Request Review screenshot](image-url)
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)