

Pennsylvania State Police
PA Criminal Record Check
(Formerly Act 34)

FEE: \$22.00

- 1) Apply on line at <http://epatch.state.pa.us> **(OR)**
- 2) Log on to the Penns Manor Area School District Website at pennsmanor.org
 - Click on the link EMPLOYEES
 - Click on BACKGROUND CHECKS
 - Click on PA STATE POLICE CRIMINAL RECORD CHECK

This will get you into the PATCH website.

(OR)

- 3) Complete the attached Form SP 4-164 (12-2017)
 - Enclose a MONEY ORDER (no cash or personal checks are accepted) in the amount of \$22.00
 - Mail to:
Pennsylvania State Police
Central Repository – 164
1800 Elmerton Ave.
Harrisburg, PA 17110-9758

If applying via the website:

If no information is found in the database, you should receive the results instantly over the internet where you can print out the “No Record” certificate. If information is found in the database, you will receive an immediate “Request Under Review” response. A “Request Under Review” response does not necessarily mean a record was found. At this point the information is manually reviewed and updated to “No Record” or “Record”.

You are able to periodically check the status on the PATCH website.

For all “No Record” results, the certificate MUST be printed on your computer. All “Record” responses will be mailed to you at the address you provided. Please allow 2 or more weeks for a status to be updated from a “Request Under Review” to a “No Record” or “Record”.

Revised 1/2/18

jmm

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK
1-888-QUERYPA (1-888-783-7972)**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. *A response may take four weeks or longer.*

TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758
DO NOT SEND CASH OR PERSONAL CHECK
CHECK ONE BLOCK
<input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$22.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
<input type="checkbox"/> NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$27.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
<input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

SUBJECT OF RECORD CHECK				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.

**FEEES FOR REQUESTS - \$22.00. NOTARIZED FEE REQUESTS - \$27.00.
MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA **

REASON FOR REQUEST

◀◀◀◀◀CHECK THE BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶

- INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$27.00 FOR REQUEST)
- ADOPTION (DOMESTIC) EMPLOYMENT VISA OTHER

WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.