

PA STATE POLICE CRIMINAL BACKGROUND CHECK

Act 34 of 1985 specified that employees of public and private schools, hired as of January 1, 1986, must undergo criminal background checks.

Act 15 of 2015 amended the clearance requirements to require criminal background checks be performed upon initial hire and then renewed every 60 months.

ELECTRONIC SUBMISSION

Pennsylvania Criminal History Record Checks can be processed instantly through an on-line application process by utilizing a credit card. PA Access to the Criminal History (PATCH) is provided through the Internet at <https://epatch.state.pa.us/Home.jsp>. Follow the directions provided through PATCH, to obtain an instant copy of your Criminal History Record.

PAPER SUBMISSION

Hard copy application requests can be processed using Form, SP 4-164, Request for Criminal Record Check. Keep in mind the paper application process does not provide immediate results and will delay your ability to work/volunteer/etc. You can locate the Form at <https://epatch.state.pa.us/help/HelpHome.jsp>

1. Applicant completes Part 1. Please note that an *alias includes* Maiden Name. Information in Part 1 is the job applicant's name, address, and telephone number. The background check is to be returned by the State Police **to the applicant, not the school district**. Therefore, the block that begins with "NAME OF REQUESTER" should be completed with **your own name, address, and phone number**.
2. In order to expedite the processing of the hard-copy application, please submit the completed SP 4-164 along with a money order in the amount of **\$8.00 made payable to the "Commonwealth of Pennsylvania"** to:

**Office of Representative John McGinnis
Suite 104, Gable's Building
1331 Twelfth Avenue
Altoona, PA 16601**

**Phone: 946-7218
Hours: 9 AM to 4:30 PM, Mon-Fri**

Or, completed applications, accompanied by the money order, may be mailed directly to the State Police, but it will take longer to process your clearance request.

PERSONAL CHECKS WILL NOT BE ACCEPTED. Mail applications to:

**Pennsylvania State Police Central Repository
1800 Elmerton Avenue
Harrisburg, PA 17110-9758**

3. The State Police will return the Record Check *directly to the applicant* within one month. To check on the status, call **717-783-6211** or **1-877-371-5422**.

Once you receive your clearance, you must provide it to the District and a copy will be made for your file; the original is to be retained by the applicant.