

OBTAINING YOUR PENNSYLVANIA CRIMINAL RECORD CHECK (ACT 34)

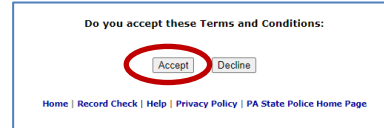
FOR CLERGY AND PAID STAFF

Go to epatch.state.pa.us

Click on “Submit a New Record Check” (you are NOT a Volunteer, so don’t select that option)



Read the Terms and Conditions page; at the bottom select the “Accept” button to agree to the terms and conditions

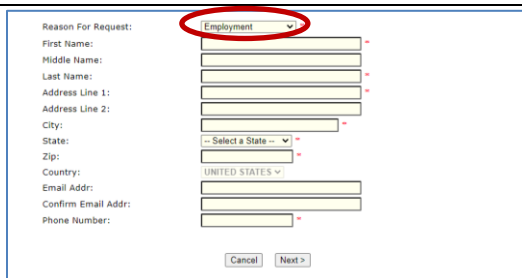


The next screen has you select “Individual” or “Company” request. **Both give the same results, so the choice is up to you.** The Company Request will have the “company” (i.e. Church) as the requestor on the record check. This option requires a little more information – the church name and address, as well as information about the individual. The Individual Request will have the “individual” as the requestor on the record check.



THESE ARE INSTRUCTIONS FOR USING INDIVIDUAL REQUEST

If selecting Individual Request, first you will select EMPLOYMENT, enter the individual’s information and select “Next”



Verify the information on the next screen and select "Proceed"

Now you will enter the individual's information, including aliases and previous names. Including a Social Security Number is highly recommended. When finished, select "Enter this Request."

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"/>

Enter This Request Cancel

Another window will appear allowing another individual's information to be entered. If you are finished entering individuals, click the "Finished" button

View Queued Record Check Requests(1)

Finished Cancel

Home | Record Check | Help | Privacy Policy | PA State Police Home Page

Continue following instructions at the **** at the top of page 3

THESE ARE INSTRUCTIONS FOR USING COMPANY REQUEST

If selecting Company Request, first you will select EMPLOYMENT and enter the company information and then select "Next"

Now you will enter the individual's information, including aliases and previous names. Including a Social Security Number is highly recommended. When finished, select "Enter this Request."

Reason For Request: Employment

Company Details

Company Name:
Company Address Line 1:
Company Address Line 2:
City:
State: -- Select a State --
Zip:
Country: UNITED STATES
Phone Number:

Company Contact Details

First Name:
Middle Name:
Last Name:
Email Addr:
Confirm Email Addr:

Cancel Next >

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"/>

Enter This Request Cancel

View Queued Record Check Requests(1)

Finished Cancel

Home | Record Check | Help | Privacy Policy | PA State Police Home Page

Another window will appear allowing another individual's information to be entered for the same "company." If you are finished entering individuals, click the "Finished" button

You will now see the Request Queue with the individual(s) listed. If you want to add more people, click on "Add Request," otherwise move on to payment options by clicking the "Submit" button.

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.

Request Queue					
Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex
One Item found.				W	F

Payment method: **Credit Card Only!**

Select "Checkout"

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. The charge will show as PA BACKGROUND CHECK on the credit card statement. Please do not refresh the web page or browser on checkout.

[Home](#) | [Record Check](#) | [Help](#) | [Privacy Policy](#) | [PA State Police Home Page](#)

Enter the payment information, verify you aren't a robot, and click the "Pay with Your Credit Card" button. The fee is \$22 per person.

Choose Payment Option

VISA MasterCard Discover American Express masterpass

Pay With Your Credit Card

Cardholder Name Credit Card Number Expiry Date (MM/YY)

Security Code

Address City State/Province (Alabama)

ZIP/Postal Code Country

Once you pay, you are NOT done!! Nothing will come to you in an email or in the mail. You must click on the "Control #" link and download/print your Criminal Record Check. The response document will open on a new tab in your browser. Print the clearance for your files. Your clearance also needs to be given to your church(es) and for clergy, your District Office, either via mail, email or hand carry.

Pennsylvania Access To Criminal History

Commissioner Robert Everscheck Gov. Thomas W Wolf

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
8232558		07/24/2020 10:24 AM	See Record

Please tell us about your experience using PATCH by completing this short survey! [Click here for more information.](#)

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This is what the clearance looks like

Print Save Back

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

.....
.....
.....

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: [REDACTED]
Sex: [REDACTED]
Race: [REDACTED]
Date of Request: [REDACTED]
Purpose of Request: Employment

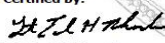
Maiden Name and/or Alias (1) [REDACTED] (2) [REDACTED]
(3) [REDACTED] (4) [REDACTED]

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

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR 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 (<https://epatch.state.pa.us/RCStatusSearch.jsp>) 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. Earl H. Rhoades
Director of Criminal Records & Identification
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
07/24/2020 10:25 AM