

# REQUEST FOR CRIMINAL RECORD CHECK

<https://epatch.state.pa.us>

If completing the criminal record check online, please select submit a new record check and follow the instructions.

If completing the form and mailing the form in, follow the instructions below.

1. Applicant should include his or her name, address, and telephone number as the requester. Do not use the name or address of the Department of Education as the requester.
2. Please check the block Individual/Noncriminal Justice Agency.
3. Applicant should complete the section Subject of Record Check. Include first name, middle name, last name, maiden name and/or aliases, social security number, date of birth, sex and race.
4. Under the REASON FOR REQUEST section, check EMPLOYMENT.
5. Enclose a certified check or money order for \$22.00 payable to the Commonwealth of Pennsylvania. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.
6. Send the REQUEST FOR CRIMINAL RECORD CHECK with payment to the following address:

Pennsylvania State Police Central Repository- 164  
1800 Elmerton Avenue  
Harrisburg, PA 17110-9758

The State Police will process forms as they arrive and will return the Criminal Record Check to the applicant by mail within approximately four weeks. For status of the Criminal Record Check, call (888) 783-7972.

Prospective employers are required to see the original results of all clearances and make certified copies for their files. The original clearances will then be returned to the applicant.