INSTRUCTIONS FOR STATE MANDATED TRAINING AND CLEARANCE UPDATES

SCREENSHOTS, OR PHOTOS OF DOCUMENTS TAKEN WITH A CAMERA OR CELLPHONE ARE UNACCEPTABLE AND WILL VOID YOUR DOCUMENTS. IF YOU CANNOT PRINT, OR PRINT CLEARLY AT HOME, PLEASE SAVE THE DOCUMENT AS A PDF, E-MAIL IT TO YOURSELF AND BRING IT IN TO SHADY SIDE ACADEMY TO PRINT PROPERLY.

PA state criminal history check:

1. Go to https://epatch.state.pa.us/
2. Choose "submit a new record check."
3. Accept the terms and conditions.
4. Click the button for "Submit a New Record Check" if you are an employee, or "New Record Check (Volunteers Only)" if you are a volunteer.
5. Enter your name, address, SSN, and any other names you have used (e.g., maiden name, previous married name, or aliases/nicknames.)
6. Enter your credit card information to **pay the fee** (if you are an employee – there is no charge for volunteers)
7. Print and retain your confirmation.
8. The next screen will show the control #, your name, the date of request and the status. Double click the control number.
9. This screen will show the same information and method of payment along with some other personal information and will have "certification form" written in blue above a "back button." Double click "certification form."
10. A pop-up screen regarding formatting may appear – click "ok"
1. This screen is the official result of your background check and is the **only piece** that is valid for submission. Without this form, your record will not be considered complete. **Please print it out the seal must be visible and legible in the printed copy for it to be valid.** If your printer is unable to do this, or you cannot print, please save as a pdf and e-mail to yourself and then print from an SSA printer. **AN EXAMPLE OF WHAT THE CERTIFICATE LOOKS LIKE IS ATTACHED TO THE EMAIL ACCOMPANYING THESE INSTRUCTIONS.**

🖨 **Print**   **Save**   **Back**

Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

Requester Name

Requester Address

TELEPHONE Requester Phone #

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Seal MUST be visible and legible!!!!

Name: Last Name, First Name
Date of Birth: MM/DD/YYYY
Social Security #: xxx-xx- Last 4 of SS #
Sex: Unknown
Race: Unknown
Date of Request: MM/DD/YY 03:11 PM
Purpose of Request: Employment

Maiden Name and/or Alias (1)   **(2)**
                (3)   **(4)**

*** 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:

CPL. Bradley Timbrell

Corporal Bradley Timbrell, Acting Director
Criminal Records and Identification Division
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
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