

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

- ☐ 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
- ☐ 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
- ☐ 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.

FEES 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.

Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919

REQUEST A CRIMINAL HISTORY RECORD

For more information about the Child Protective Services Law, please visit the following links

Keep Kids Safe Website (<http://keepkidssafe.pa.gov/>)

Child Abuse History Clearance Forms

(<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>)

There are two methods of requesting a Criminal Record.

1. Online Request

The Pennsylvania State Police has also established a web-based computer application called "Pennsylvania Access To Criminal History," (PATCH) Using this system, a requestor can apply for a criminal background check on an individual. Eighty-five percent of the time, "No Record" certificates are returned immediately through the Internet to the requestor.

Pennsylvania Access to Criminal History (PATCH) Web Site (<https://epatch.state.pa.us/Home.jsp>)

Check Status of Previously Submitted Criminal History Request If you have submitted your criminal history request on-line and know your control number, Click (<https://epatch.state.pa.us/RCStatusSearch.jsp>) Here. If you do not know your control number, or for additional criminal history request questions call the PATCH Help Line toll-free at: 1-888-QUERY-PA (1-888-783-7972)

2. Submitting a Request Form

This response is based on a comparison of data provided by the requester in Part I of the form against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.

Download the Criminal History Request Form - SP4-164 (Updated 12/2017)

(/Documents/Public%20Documents/criminal_history/Request%20for%20Criminal%20Record%20Check%20-%20SP%204-164%202017.doc)

Download the Criminal History Request Form: Volunteer Only- SP4-164A (Updated 12/2017)

(/Documents/Public%20Documents/criminal_history/Request%20for%20Criminal%20Record%20Check%20Volunteer%20Only%20-%20SP%204-164A%202017.doc)

[Download the Individual Access and Review Request Form - SP4-170 \(Updated 12/2017\)](#)
[\(/Documents/Public%20Documents/criminal_history/Request%20for%20Individual%20Access%20and%20Review%20-%20SP%204-170.doc\)](#)

Fees (effective December 1, 2017):

- SP4-164- \$22.00, Standard Record Check Request. Only this type of request can be notarized
- Notary Fee- \$5.00, Available for standard record check requests ONLY
- SP4-164A- Free , VOLUNTEERS ONLY
- SP4-170- \$20.00, Individual Access and Review. One Copy is to be submitted with a money order or certified check for the established fee, payable to Commonwealth of Pennsylvania.

After completion mail to:

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

For assistance call the PATCH Help Line toll-free at 1-888-QUERY-PA (1-888-783-7972).

Additional Information:

- [Overview of the Pennsylvania Access to Criminal History \(PATCH\) \(/contact/Pages/Overview-of-the-Pennsylvania-Access-to-Criminal-History-\(PATCH\)_376.aspx\)](#)
- [Glossary of terms used in PATCH \(/contact/Pages/Glossary-of-terms-used-in-PATCH.aspx\)](#)

Other Related Information:

[Pennsylvania Child Abuse History Clearance Information.](#)

<http://dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm>



pennsylvania [_\(HTTPS://WWW.PSP.PA.GOV\)](https://www.psp.pa.gov)
STATE POLICE

[CONTACT US](#)

[\(HTTP://WWW.PSP.PA.GOV/CONTACT/PAGES/DEFAULT.ASPX#.V2L6MRGR](http://www.psp.pa.gov/contact/pages/default.aspx#.V2L6MRGR)