

PENNSYLVANIA STATE POLICE

REQUEST FOR CRIMINAL RECORD CHECK

FOR CENTRAL REPOSITORY USE ONLY
(LEAVE BLANK)

TYPE OR PRINT LEGIBLY WITH INK

PART I: TO BE COMPLETED BY REQUESTER

DATE OF REQUEST:

INFORMATION WILL BE MAILED TO REQUESTER ONLY

NAME OF REQUESTER:

ADDRESS:

CITY:

STATE:

ZIP:

AREA CODE:

CONTACT TELEPHONE NUMBER:

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REQUESTER IDENTIFICATION: (CHECK ONE BLOCK)

- INDIVIDUAL / NONCRIMINAL JUSTICE AGENCY - ENCLOSE A CERTIFIED CHECK / MONEY ORDER IN THE AMOUNT OF \$10.00 PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA." THE FEE IS NONREFUNDABLE.
- FEE - EXEMPT NONCRIMINAL JUSTICE AGENCY

DO NOT SEND CASH OR PERSONAL CHECK

NAME / SUBJECT OF RECORD CHECK: (LAST) (FIRST) (MIDDLE)

MAIDEN NAME AND / OR ALIASES:	SOCIAL SECURITY NUMBER (SOC):	DATE OF BIRTH (DOB):	SEX:	RACE:
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REASON FOR REQUEST: (CHECK ONE BLOCK)

- EMPLOYMENT
- OTHER (SPECIFY) _____
- INDIVIDUAL ACCESS AND REVIEW BY SUBJECT OF RECORD CHECK OR LEGAL REPRESENTATIVE (AFFIDAVIT OF LEGAL REPRESENTATIVE ATTACHED)

NOTE: A "NO RECORD" RESPONSE MAY TAKE THREE WEEKS TO PROCESS; A "RECORD" RESPONSE MAY TAKE LONGER.

IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER.

REQUESTER CHECKLIST

- DID YOU ENTER THE FULL NAME, DATE OF BIRTH, AND SOCIAL SECURITY NUMBER?
- DID YOU ENCLOSE THE \$10.00 FEE (CERTIFIED CHECK / MONEY ORDER)?
- DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?

*** DO NOT SEND CASH OR PERSONAL CHECK***

AFTER COMPLETION MAIL TO:

PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY-164
1800 ELMERTON AVENUE
HARRISBURG, PENNSYLVANIA 17110-9758
(717) 783-9973

PART II: CENTRAL REPOSITORY RESPONSE

DO NOT WRITE BELOW THIS LINE!

INFORMATION DISSEMINATED:

- NO RECORD CRIMINAL RECORD ATTACHED

INQUIRY / DISSEMINATED BY:

SID NO:

THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED SOLELY ON THE FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER.

- NAME SOCIAL SECURITY NUMBER
- DATE OF BIRTH RACE
- SEX MAIDEN / ALIAS NAME

CERTIFIED BY:

(DIRECTOR, CENTRAL REPOSITORY)

The response is based on a comparison of data provided by the requester in Part I against information contained in the files of the Pennsylvania State Police Central Repository only. 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.