PA Criminal Background check instructions

1. Go to Google
2. PA criminal background check PATCH
3. Choose the link that says Pennsylvania Access To Criminal History - Home
4. Click on the yellow box the says new record check volunteers only- you are a non-paid volunteer at Sunnyview
5. Scroll to bottom and click box accepting terms that you are a volunteer
6. Click on accept
7. Fill out the information then click on next
8. A summary of the information you entered will appear, click on proceed.
9. Type in the name of the student, date of birth, social security number.
10. Then hit enter this request
11. Next hit viewed entered request which will appear in center of page in blue.
12. Review the information you typed, if correct hit Submit
13. It will take a few seconds. Once done click on your name and the criminal report will appear.
14. Hit print to print out the correct copy of the report.
15. If you do not have a printer write down ALL below information. Without this you will not be able to bring up the report at a later time.

Pennsylvania State Police

1800 Elmerton Ave
Harrisburg, PA 17110

Response for Criminal Record Check

Name: _____

Date of Birth: _____

Social Security #_____

Sex: _____

Race: _____

Date and Time of Request: _____

R number _____