

PA State Police CHRI

Completion of this clearance requires the employee to issue a request, obtain the results, and submit a copy of the results to the HACC Office of Human Resources. The steps outlined in this procedure will help you to successfully complete the clearance. The clearance cost is \$22.00.

1. Follow Link: <https://epatch.pa.gov/home>

2. Select “**Submit a New Record Check**”

PATCH Home Record Check FAQ Help

Governor Josh Shapiro
Commissioner Christopher L. Paris

The EPATCH website address has been updated, <https://epatch.pa.gov>. Please use the website address for EPATCH and update any previously saved bookmarks.

Welcome to Pennsylvania Access To Criminal History

The PATCH unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It will be the responsibility of the requestor to print out the No Record or Record response.

PATCH Helpline 1-888-QUERY-PA (1-888-783-7972)

All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

New Volunteer Record Check
Submit a New Record Check
Criminal Record Check

Registered PATCH Accounts

(Only used by pre-approved organizations)

3. Accept “Terms and Conditions”

Terms and Conditions for the use of PATCH

Please read the following terms and conditions for the use of the PATCH application and click the accept button to proceed.

The PATCH web site is available for registered and non-registered users wishing to acquire criminal history information on individuals. Users must agree to abide by all sections of the Criminal History Record Information Act and all terms stated forthwith.

There is a \$22.00 non-refundable fee for each request, regardless of outcome. Payment is accepted by credit card or by billing a pre-established account. Customers will be charged for misspelling, duplicate submissions and other user errors. There is an additional \$5.00 non-refundable fee for a notarized copy. Notarized copies not available for free volunteer checks.

Individual Access and Review - Requests by mail only. Fee \$20.00

An Individual Access and Review is only available to the subject of the record or their legal representative with a legal affidavit attached. Any individual who wishes to obtain an Individual Access and Review Criminal History per 18 Pa C.S. 9152 shall submit form SP4-170, “**REQUEST FOR INDIVIDUAL ACCESS AND REVIEW**”, by mail to the Pennsylvania State Police Central Repository. Proper identification **MUST** be submitted with the **REQUEST FOR INDIVIDUAL ACCESS AND REVIEW** and the required \$20.00 fee. The only identification that will be accepted is a photocopy of a valid Government issued identification with a current address. The following identification will be accepted; State issued Driver's License, State issued Photo Identification Card, Department of Corrections' identification cards, Passport, United States Military Identification. If the Government issued identification does not show a current address a copy of the following items will be accepted. A utility bill dated within 60 days of the request. A deed, a mortgage or a residential rental/lease agreement. A current home owner's insurance policy. If you do not have any of the above listed items please contact PATCH at 1-888-783-7972 and select option 5. The SP4-170 REQUEST FOR INDIVIDUAL ACCESS AND REVIEW form may be downloaded from the home page of this web site under the “HELP” drop down menu.

Expungement

Requestors, who desire a Criminal History for an **EXPUNGEMENT** process, should contact the County Court to determine if an Individual Access and Review is needed. The Individual Access and Review will provide the requestor with an entire criminal history, including non-conviction data, which many courts are requiring for an **EXPUNGEMENT** of a criminal record.

Notarized Copy of a Criminal Record Check - NOT available for Volunteer or Individual Access and Review

Requestors desiring a **notarized copy** of a Criminal History Record Check must send their request via a **mailed** SP4-164 Form along with a \$27.00 money order payable to the Commonwealth of PA, \$22.00 for the Criminal History Record Check and \$5.00 for the Notary Fee. Notary service not available for Volunteer or Individual Access and Review. Requestors should attach a written request indicating that notarization is needed. The SP4-164 Form may be printed from this website under the Help tab. Send the SP4-164, request and money order to the address listed on the form.

Notarized copies of a Criminal Record Check are authorized for certain types of requests: **1.** Employment outside of the United States **2.** International Adoption **3.** Visa **4.** Citizenship **5.** Other-Special Circumstances. Any request for a notarized copy that is not listed above may be returned to the requestor for clarification.

All customers must have a valid email address in order to receive vital information from the PATCH administrators. Businesses may apply for a PATCH account. If a business customer application is approved, an account will be established and a user name and password will be emailed to the customer. All registered users are responsible for the security of their user identification and password. It is also the responsibility of the registered user to maintain accurate information in PATCH relating to their account. If you have selected paperless billing and 30 days have elapsed since the last billing cycle, please contact PATCH Accounting at 1-888-783-7972 and select option 6.

Registered users are billed on a monthly basis and agree to pay the total balance due within thirty days to remain active on PATCH. A remittance must accompany all checks to PATCH, or the company PATCH account number must be noted on the check. Checks received without the remittance form, or the PATCH account number on the check will be returned to the address listed on the check without being applied to the PATCH account. Accounts that have an overdue balance of more than thirty days will be placed on hold until the overdue balance is received.

Organizations that are designated fee-exempt in accordance with Section 9121 (b) (1) and (b.1) of the Pennsylvania Criminal History Information Act are exempt from payment. Any organization that requests a notarized copy of a criminal history must pay the \$5.00 notary fee; there is no exemption for the notary fee.

All billing discrepancies must be brought to the attention of the Pennsylvania State Police, in writing, within 30 days of the statement. The letter shall include the company account number, contact person, contact telephone number and a detailed description of the discrepancy. The letter shall be mailed to Pennsylvania State Police, P. O. Box 62041, Harrisburg, Pennsylvania 17106-2041

The Pennsylvania State Police response is based on information entered by the requestor and includes fingerprint supported data exclusively from the State Police Central Repository. It does not preclude the existence of criminal records, which might be contained in the repositories of other local, state or federal criminal justice agencies.

Users should consult state and federal laws before using this information in making decisions. Section 9125 (a) of the Pennsylvania Criminal History Information Act provides that whenever an employer is in receipt of information which is part of an employment applicant's criminal history record information file, it may use that information for the purpose of deciding whether or not to hire the applicant, only in accordance with this section. Section 9125 (b) governs the use of information. Felony and misdemeanor convictions may be considered by the employer only to the extent to which they relate to the applicant's suitability for employment in the position for which he/she has applied. Section 9125 (c) provides that the employer shall notify in writing the applicant if the decision not to hire the applicant is based in whole or in part on the criminal history record information.

The following criminal history information will be released by the Pennsylvania State Police Central Repository upon proper request:

1. All convictions.
2. All charges that are less than three years from the date of arrest and the Central Repository has not received a disposition.
3. All charges for which a warrant of arrest has been issued and the Central Repository has been notified of such warrant.

It is the responsibility of both registered and non registered users to obtain the assigned control number at the time requests are submitted. Immediately after submission of the requests one of the following status will be assigned to the request:

1. **No Record:** If this status is assigned to the request it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified no record form will be displayed in PDF format.
2. **Request Under Review:** If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request. A status of "Request Under Review" will result in one of the following final status:
 - o **No Record: Follow the instructions above for a no record response.**
 - o **Record: Indicates the person has a record and it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified record form and the corresponding RAP Sheet will be displayed in PDF format. This form should be printed.**
3. **Pending:** This status is occasionally assigned when traffic is extremely heavy and requires the user to check back at a later time. A request should not remain in pending status for more than 24 hours. If a request remains in pending status for more than 24 hours call the PATCH Help Line toll-free at 1-888-QUERY-PA (1-888-783-7972).

Pennsylvania State Police Notary Policy

Criminal history responses requiring notarization can only be notarized by a Pennsylvania State Police notary. The notary seal is considered valid at the time of notarization. Should proof of the notary public's appointment be required, please contact the Secretary of the Commonwealth via mail at 210 North Office Building, Harrisburg, PA 17120 or by telephone at (717) 787-5280.

Notary Public reappointment occurs 2 to 3 months prior to expiration of their commission. If the expiration of the notary's commission interferes with the process in which you require a notarized criminal history response, it will be necessary for you to submit a new request for criminal history record check.

Do you accept these Terms and Conditions:



4. Check “Individual Request”

- Select “Continue”

Requestor Details

Individual Request

An Individual Request is to be used by an individual who is requesting and paying for the Criminal History Record Check. The PATCH certification letter will show the individual as the requestor of the Criminal History Record Check.

Company Request

A Company Request is to be used by a business or organization that is requesting and paying for the Criminal History Record Check. The PATCH certification letter will show the company as the requestor of the Criminal History Record Check.

CONTINUE

Please select Individual or Company Request to continue



5. Fill out “Requestor Information”

- Enter:

a. “Reason for Request”: Employment

b. “Requester Information”: Fields with red asterisk are required

- Select “Next”

Requestor Information

Please fill in the following form. Fields marked with an * are required.

When an email address is entered an email confirming that the request was received by the Pennsylvania State Police will be sent. Another email will be sent when the request is completed.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost \$ 22.00 dollars. charged \$ 22.00 dollars for each individual on which you are performing a background check.

* Reason For Request: Employment

* First Name:

Middle Name:

* Last Name:

* Address Line 1:

Address Line 2:

* City:

* State: -- Select a State --

* Zip:

Country: UNITED STATES

* Email Addr:

Confirm Email Addr:

* Phone Number:

Cancel Next>

6. “Review Requester

Information” Select

“Proceed”



PATCH

Home

Record Check

FAQ

Help

Home

Terms and Services

Requestor Details

Requestor Information

REQUESTOR INFORMATION REVIEW

Review Requestor Information

Please verify the following information prior to clicking the "Proceed" button. If you need to make changes, click the "Back" button.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost **22** dollars

After entering the background checks, you will be required to enter a valid credit card, which will be charged **\$ 22.00** dollars for each individual on which you are performing a background check.

Reason For Request: Employment

Requestor Name: |

:

Address:

Country: |

Email Addr: :

Phone Number: |

< Back

Cancel

Proceed

7. Fill out “Record Check Request Form”

*Note: Fields with a red asterisk are required

- Select “Submit this Request”

Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check on. First and middle names may NOT contain numbers, hyphens, apostrophes, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields marked with an * are required. To submit multiple records, click the “Add Another Request” button. When finished entering requests, click the “Submit This Request” button.

* First name:

Middle Name:

* Last Name:

Suffix:

Identity Theft #: Only enter information if PATCH has supplied you with an ID Theft number

Social Security #: [(xxxxxxxx)](highly recommended)

* Date of Birth:

Sex:

Race:

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

8. Select “Submit”



Record Check Request Review

Please review the following background check requests. Click on the hyperlink in the subject name column to modify that request. To add more background check requests, click the "Add Request" button. Once all the information is correct, select a payment method and click the "Submit" button to process your request.

The total charge for processing this request will be **\$ 22.00**. Once the "Submit" button is clicked, you will need to enter your credit card information.

Search:

Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex
				U	U

Showing 1 to 1 of 1 entries

Payment method: **Credit Card Only!**

Add Another Request Cancel **Submit**

9. Select “Checkout”



Request Checkout

Click on "Checkout" button to navigate to a secure gateway payment page where you will need to enter your credit card information. The total charge for processing this request will be **\$ 22.00**. The charge will show as **PA BACKGROUND CHECK** on the credit card statement. Please do not refresh the web page or browser on checkout.

Checkout Cancel

10. Enter credit card information

- Select “Pay With Your Credit Card”



PATCH Record Check Request Review

Review Your Order

Quantity	Item	Unit	Price
1	[REDACTED]	\$22.00 USD	22.00
	Total	USD	22.00

[Return to PATCH Record Check Request Review](#)

Choose Payment Option

    

Pay With Your Credit Card

Cardholder Name

Credit Card Number

   

Expiry Date (MMYY)

Security Code

CVV2 is the Visa term for the 3 digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4 digits and located on the front.



Email

A confirmation email will be sent to this address.

Verification

I'm not a robot 
reCAPTCHA
Privacy · Terms

Pay With Your Credit Card

11. "Record Check Request Results"

- Select "Control #"

*Note: "Control #" starts with R

PATCH Home Record Check FAQ Help

Home Terms and Services Requestor Details Requestor Information Requestor Information Review Record Check Request Form Record Check Review Payment Checkout **RECORD CHECK RESPONSE**

Record Check Request Results

The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. **Please wait until processing has finished before reviewing any background checks.** Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.

Record Check Requests

Control #	Subject Name	Date of Request	Status
R28750717			

Showing 1 to 1 of 1 entries

12. Select "Certification Form"

PATCH Home Record Check FAQ Help

Record Check Details

This screen displays the details of a particular record check request. The request process has been completed. **You may now print the certification form for your records.** Nothing will be mailed to you. To view/print the receipt associated with this record check request just click on the receipt **number** hyperlink. To view/print the certification form for this request click on the **Certification Form** hyperlink.

Control # [R28750717](#)
Requested by: [REDACTED]

Subject Name:		Status:	
Race:	Unknown	Request Date:	
Sex:	Unknown	Last Update Date:	
Date of Birth:		Fee:	\$22.00
Social Security #:		Payment Method:	Credit Card
Reason for Request:	Employment	Receipt #:	R28750717

[Certification Form](#)

[Back](#)

13. Print or Save Certificate



Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

TELEPHONE |

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: _____
Date of Birth: _____
Social Security #: _____
Sex: _____
Race: _____
Date of Request: _____
Purpose of Request: _____

Maiden Name and/or Alias _____ (3)
(1) _____ (4)
(2) _____ (5)

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R28750717 *****

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.pa.gov/RcStatusSearch>) 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:

Lt. Earl H. Rhoades
Director, Criminal Records and Identification Division
Pennsylvania State Police

DISSEMINATED ON: 03/24/2023 12:46 PM

14. After the PA State Police CHRI is complete please send a copy of the results to Human Resources*

*You can send copies via e-mail, fax, or mail.

- E-mail: hr@hacc.edu
- Fax: 717-901-4531
- Interoffice Mail: Ted Lick 205 (Harrisburg Campus)
- Mail: 1 HACC Drive, Ted Lick Administration 205, Harrisburg, PA 17110