

CRIMINAL HISTORY RECORD CLEARANCE INSTRUCTIONS

A copy of your Criminal Record Check results obtained within the past year must be attached to your Pennsylvania Child Abuse History Clearance request. Complete your Criminal Record Check First.

Original clearance results will be returned directly to you. You are responsible for presenting the district with the original clearances to be viewed and copied and part of your volunteer packet. Please submit the packet in its entirety.

There are two methods of requesting a Criminal Record. Both methods are FREE for volunteers. Please note online requests are processed quicker.

1. Online Request ▶<https://epatch.state.pa.us>

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

2. Submitting a Request Form

Criminal History Request Form - SP4-164 - Attached

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.

One Copy is to be mailed to:

Pennsylvania State Police Central Repository - 164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

Please note response time for mail in applications is approximately 4 weeks.

If you have questions about the form please contact the Department of Welfare at (717) 783-6211.