

PROCEDURE FOR PENNSYLVANIA RESIDENTS

Criminal reports for Pennsylvania residents may be obtained electronically from the Pennsylvania State Police. The Pennsylvania Access to Criminal History (PATCH) Invoice for Criminal Record Check with a copy of the State seal imbedded on the paper is an official record check. Eventually, the applicant will be unable to receive a report in the mail.

Pennsylvania Access To Criminal History

P.A.T.C.H.

FACT SHEET

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

The information provided by the requestor will be checked against the criminal history database maintained by the Pennsylvania State Police Central Repository. If the subject's information does not hit on any information in the database, the requester will receive the results instantly over the Internet and the requester can print out the "No Record" certificate. If the subject's information hits on something in the database, the requester receives an immediate "Request Under Review" response. A "Request Under Review" response does not necessarily mean that the individual has a record. At this point the information is manually reviewed. After the review the status will be updated to "No Record" or "Record". The requester should check the PATCH web site periodically for updated statuses to their requests. For all "No Record" statuses, the certificate must be printed out at your computer. All "Record" responses will be mailed to the requester at the address provided by the requester. It will normally take up to two weeks for a status to be updated from a "Request Under Review" to a "No Record" or "Record".

PATCH accepts both registered users and unregistered users.

REGISTERED USERS: Companies, agencies, or offices that routinely have a need to make criminal record checks. The company, agency, or office logs onto <https://epatch.state.pa.us> <<http://www.psp.state.pa.us/patch>> and then completes and submits the registration form. The requester will be notified within one to two business days if they meet

the criteria to become a registered user. Registered users are placed into a billing cycle that is invoiced every thirty days. Registered users also have the option to use an approved credit card. Approved credit cards are Visa, Master Charge, Discover, and American Express Card. They can submit up to ten requests at \$10.00 per request during any one session. If a request goes "under review" it will be updated to the status of "No Record" or "Record" within two weeks. All "No Record" status requests must be printed out at your computer. All "Record" status requests will be mailed to the address of the registered user.

NON REGISTERED USERS: Individuals are considered non-registered users. They will not be accepted as registered users. Companies, agencies, or offices can also use the system as a non-registered user if they so desire. Non-registered users log onto <https://epatch.state.pa.us> <<http://www.psp.stat.pa.us/patch>> and select "Submit a New Record Check" under credit card users. The non-registered user can submit up to ten record checks at \$10.00 per request during one session. They must provide their name and address; information on the individual they want to make the check on; and credit card information. If a request goes "under review" it will be updated to the status of "No Record" or "Record" within two weeks. For all "No Record" statuses, the certificate must be printed out at your computer. All "Record" status requests will be mailed to the address provided by the requester. PATCH does not maintain requester and credit card information for non-registered users; therefore, this information must be entered each time a non-registered user logs onto PATCH.

VALIDATING CRIMINAL HISTORY RESULTS: The information on a "No Record" or "Record" certificate form can be validated by accessing the PATCH Record Check Status screen (<https://epatch.state.pa.us/RCStatusSearch.jsp>) and submitting a search request that contains the following - Control Number assigned the request, Subject's Name as it was entered on the original request, and the date the request was submitted to PATCH. PATCH will find and display the corresponding record check request. Details on the request can be viewed by clicking on the control number. A copy of this certification form can be obtained by clicking on the Certification Form hyperlink provided on the request details screen. Actual criminal records will not be displayed, only the status of "Record" will be displayed.

An original PATCH report directly accessed/validated by district personnel or a PATCH report submitted directly to the district by a third party contractor with PATCH access, satisfies the requirement of 1-111(b). The following procedures are to be followed:

*An original PATCH report may be directly accessed or validated by district personnel. To validate the criminal history results, district staff can access the PATCH Record Check Status screen <http://epatch.state.pa.us/RCStatusSearch.jsp> and submit a search request that contains the following - Control Number assigned the request, Subject's Name as it was entered on the original request, and the date the request was submitted to PATCH. PATCH will find and display the corresponding record check request. Details on the request can be viewed by clicking on the control number. There is no charge to validate the information.

*Third party contractor should submit an affidavit signed by the contractor's representative attesting that the document is an unaltered PATCH report directly accessed from the PATCH system by the signatory.

Also, district staff shall follow the procedures contained in State Board of Education Regulations, Chapter 8 Section 8.2. Responsibilities of school entity
<http://www.pacode.com/secure/data/022/chapter8/chap8toc.html>

OR, use Form SP4-164, Pennsylvania State Police Request for Criminal Record Check

Fee: \$10.00 cashiers check, certified check or money order payable to the Commonwealth of Pennsylvania

- 1) Applicant must secure Form SP4-164, Pennsylvania State Police Request for Criminal Record Check from the schools, Pennsylvania State Police Barracks or from the Pennsylvania State Police web site: www.psp.state.pa.us.
- 2) Applicant completes PART I only.
- 3) You should include your name, address, and telephone number as the requester. Do not use the name or address of the Department of Education as the requester.
- 4) Under the REQUESTER IDENTIFICATION section, check the box for Individual/Noncriminal Justice Agency.
- 5) Under the REASON FOR REQUEST section, check EMPLOYMENT.
- 6) Enclose a certified check or money order for \$10.00 payable to the Commonwealth of Pennsylvania. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.

7) Send the REQUEST FOR CRIMINAL RECORD CHECK with payment to the following address: Pennsylvania State Police Central Repository-164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758

The State Police will process forms as they arrive. The State Police will return the Criminal Record Check to the applicant by mail within approximately four weeks. For status of the Criminal Record Check, call (717) 783-9144.

Applicant presents background check information to prospective employer. The school entity shall make and keep a copy of the original. The copy shall include the date copied and name of administrator who saw original. The ORIGINAL should be RETAINED BY THE APPLICANT and is valid for one year after issuance.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

All applicants must obtain a Pennsylvania Child Abuse History Clearance. You may obtain forms from schools, the Department of Public Welfare
<http://www.dpw.state.pa.us/child/childabuseneglect/003671038.htm>, or the School Services Unit in the Department of Education at (717) 783-3750 or (717) 787-4860. For status of a request, please call the Department of Public Welfare Childline and Abuse Registry at (717)783-6211.

PROCEDURES FOR NONRESIDENTS AND RESIDENTS NOT RESIDING IN PENNSYLVANIA FOR TWO YEARS (FBI BACKGROUND CHECK)

Nonresidents and prospective employees who have been Pennsylvania residents for less than two years immediately preceding their application must submit both the Pennsylvania State Police background report and the Federal Bureau of Investigation history record.

Fees: Nonresidents and Prospective Employees who have been Pennsylvania residents for less than two years immediately preceding their application - \$24.00. Submit cashiers check, certified check, or money order payable to the COMMONWEALTH OF PENNSYLVANIA. Fee for Volunteers for Charter Schools ONLY - \$18.00

The following procedures are to be used by nonresident applicants and when the applicant has not been a resident of Pennsylvania for at least two (2) years immediately preceding the date of application for employment:

- 1) Follow same procedures outlined for Pennsylvania Residents, using PATCH or filing Form SP4-164 Pennsylvania State Police Request for Criminal Record Check.
- 2) Applicant must secure a FBI fingerprint card (FD-258) from a Pennsylvania school or the Pennsylvania Department of Education's School Services Unit at (717) 783-3750 or (717) 787-4860. Fingerprint cards that do not have the Department of Education number (PA920950Z-ST BD OF EDUC) printed in the ORI box cannot be processed.
- 2) Applicant takes the card to a State Police or local police station for fingerprinting. You DO NOT have to be fingerprinted in Pennsylvania.
- 3) Type or print all information using BLACK ink. Required information: Name, signature of person fingerprinted, residence of person fingerprinted, date and signature of official taking fingerprints, reason fingerprinted, citizenship, social security number, date of birth, sex, race, height, weight, eyes, hair, and place of birth. IMPORTANT: Incomplete cards will be returned.
- 4) For reason fingerprinted: If employment put 24 PaCSA § 1-111; If volunteer for charter school put: 24 PaCSA §17-1724(A).
- 5) Sign the fingerprint card and secure a \$24.00/\$18.00 certified check, cashiers check or money order payable to the Commonwealth of Pennsylvania. NO PERSONAL CHECKS ACCEPTED. There must be a separate check for each fingerprint card. DO NOT FOLD FINGERPRINT CARD.
- 6) School Administrator shall send the FBI fingerprint card with payment to the following address:

PENNSYLVANIA DEPARTMENT OF EDUCATION
SCHOOL SERVICES UNIT
333 MARKET STREET 5TH FL
HARRISBURG PA 17126-0333
- 7) The Department of Education will not accept requests from applicants.

The FBI will not return the original card. The results will be returned to the applicant by the School Services Unit on standard 8 ½ x 11 white paper with a copy of the State seal imbedded on the paper. This is an official record check. If the applicant does not receive the information within 8-10 weeks after submission, please call (717) 783-3750 or e-mail dwolfgang@state.pa.us

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