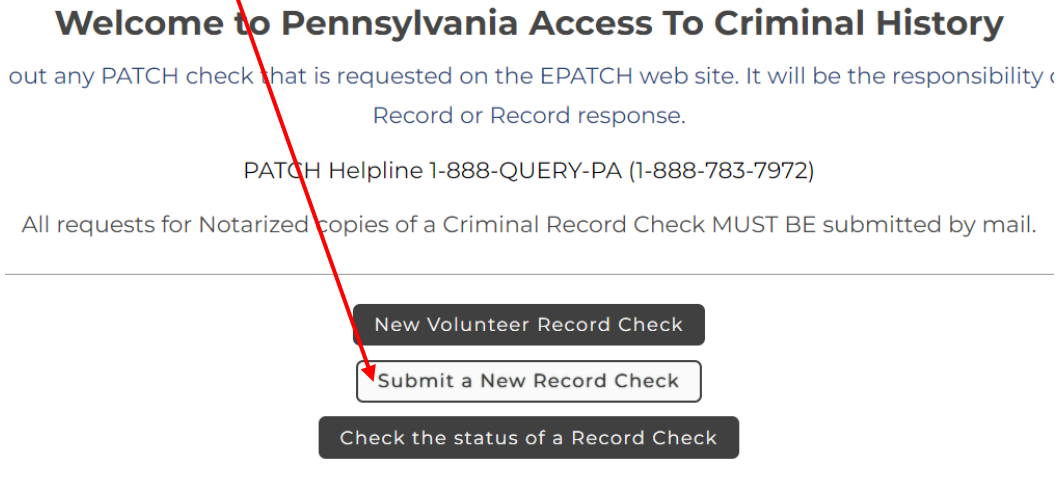


GUIDE FOR COMPLETING THE ACT 34 PENNSYLVANIA STATE POLICE BACKGROUND CHECK

1. Visit the Pennsylvania Access to Criminal History website at <https://epatch.state.pa.us> to complete a "Criminal History Record Check."
2. Click on 'Submit a New Record Check' on the home page. An online account is not needed.



3. Read the Terms & Conditions and then click accept.

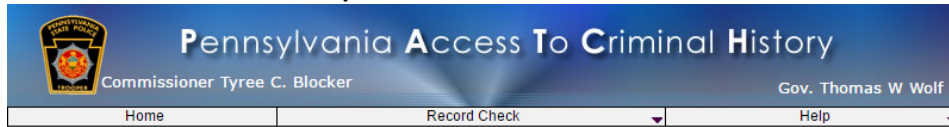
Pennsylvania State Police Notary Policy

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. Please select **'Individual Request'** and then click continue.



Requestor Details

Individual Request

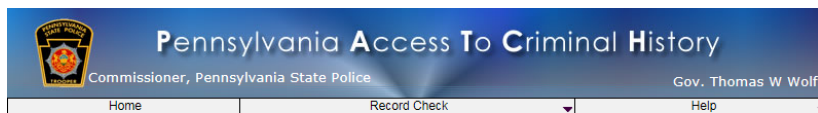
An Individual Request is to be used by an individual who is requesting and paying for the Criminal History Record Check. The PATCH certification letter will show the individual as the requestor of the Criminal History Record Check.

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

5. Please select **'Employment'** in the drop down box under the reason for request.



Personal Information

Please fill in the following form prior to making your record check request. Fields marked with an * are required. A request resulting in an actual criminal record will be sent via U.S. Mail to the name and address listed below.

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 [redacted] dollars. After entering the background checks, you will be required to enter a valid credit card, which will be charged [redacted] dollars for each individual on which you are performing a background check.

Reason For Request

Adoption *

Employment

Other *

VISA *

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip:

6. Fill in the remaining fields and then click next.

Personal Information

Please fill in the following form prior to making your record check request. Fields marked with an * are required. A request resulting in an actual criminal record will be sent via U.S. Mail to the name and address listed below.

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 \$ 8.00 dollars. After entering the background checks, you will be required to enter a valid credit card, which will be charged \$ 8.00 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: *
Phone Number: *
Fax Number: *

Cancel Next >

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7. On the next screen, you will be asked to review your personal information for accuracy. If the information is correct, click "Proceed."

Personal Information Review

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 \$ 8.00 dollars. After entering the background checks, you will be required to enter a valid credit card, which will be charged \$ 8.00 dollars for each individual on which you are performing a background check.

Reason For Request: Employment
Requester Name: First Last
Address: Address
City, PA
15963
Country: US
Email Addr:
Phone Number: (814) 262-6400
Fax Number:

< Back Cancel Proceed

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- Complete the fields in the Record Check Form. Please enter as much information as possible. When finished, click "Enter 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 requests, click the "Add Request" button. When finished entering requests, click the "Finished" button.

First Name: *

Middle Name:

Last Name: *

Suffix:

Identity Theft #:

Social Security #: (xxxxxxxx) (Highly recommended)

Date of Birth: / / (mm/dd/yyyy) *

Sex:

Race:

Aliases and/or Maiden Name

| | 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"/> |

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- After entering the request, it will take you back to a blank record check request form. You will need to check "Finished" to proceed with the record check.

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 requests, click the "Add Request" button. When finished entering requests, click the "Finished" button.

First Name: *

Middle Name:

Last Name: *

Suffix:

Identity Theft #:

Social Security #: (xxxxxxxx) (Highly recommended)

Date of Birth: / / (mm/dd/yyyy) *

Sex:

Race:

Aliases and/or Maiden Name

| | 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"/> |

[View Queued Record Check Requests\(1\)](#)

10. You will be asked to review the record check request information. If the information is correct, please click "Submit."

Commissioner, Pennsylvania State Police Gov. Thomas W Wolf

Home Record Check Help

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, click the "Submit" button to process your request.

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

| Request Queue | | | | |
|-------------------|-------------|---------------|------|-----|
| Subject Name | SSN | Date of Birth | Race | Sex |
| Last,First Middle | 123-45-6789 | 01/01/1985 | W | F |

One item found. 1

Payment method: **Credit Card Only!**

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11. Enter your credit card information. PATCH accepts Visa, Discover, Master Card and American Express.
12. Typically, results are returned immediately. You must print a copy and provide it to Human Resources. You may fax it to 814.269.9701 to the attention of Human Resources; or you may save it as a PDF and email it directly to hr@pennhighlands.edu.
13. If results are under review, then you must provide a copy of the Registration Receipt to Human Resources. **Please be sure to keep a copy for your records as the Control Number and date of the request are needed to check on the status of your results.**

Please note that Act 153 prohibits employers from accepting clearances that were obtained for a volunteer purpose.