SHIPPENSBURG AREA SCHOOL DISTRICT

Pennsylvania Criminal History Check Instructions

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* Electronic Submission via the Pennsylvania Access to the Criminal History (PATCH) website:

- Access the PATCH website https://epatch.state.pa.us - 24 hours/day, 7 days/week

- The applicant will pay a fee of $22.00 for the background check. When using the website, you must use a credit card to pay this fee. If you do not have a credit card, you will need to submit your application via the paper form (see "Paper Submission")

- From the homepage, click on "Submit a New Record Check" under **Credit Card Users**

- Next, you will be presented with the Terms and Conditions for the Use of PATCH. Read carefully and click "Accept."

- Continue through the application process by completing the requested fields (note: under REASON FOR REQUEST, select "Employment")

- On the Record Check Results page, click on the Control # listed. This will take you to the Record Check Details page. Click on "Certification Form" on the Record Check Details page to access a printable certificate validating that a record check was conducted for the named individual (you). Please write down the Control Number and the Request Date. This information, along with a copy of the Certification Form, should be provided to the Human Resources Department in order to validate the results. Make sure you keep a copy for yourself. By law, Human Resources CANNOT provide a copy of the clearance results to the applicant.

- Once this background check has been requested, one of the following possible responses will be immediately received:

  - "NO RECORD" – indicates that there is no criminal history information contained in the files of the Pennsylvania State Police Central Repository. **THE CERTIFICATION FORM/SCREEN FOR "NO RECORD" SHOULD BE PRINTED AND USED AS THE ORIGINAL.** This will need to be returned to Human Resources. A copy will be made for your file and the original returned to you.
  - "PENDING" – indicates that a response did not come back quick enough. If this is the response received, please check the status at a later time.

- o "REQUEST UNDER REVIEW" – indicates that the user must periodically check back to determine that final status which would be either "NO RECORD" or "RECORD"

- All "RECORD" status responses will be mailed to the address provided by the applicant and this document must be provided to Human Resources. A copy will be made for your file and the original returned to you.

* PAPER SUBMISSION via form SP4-164, Pennsylvania State Police Request for Criminal Record Check

- Request form SP4-164 from Human Resources or from the Pennsylvania State Police website: www.psp.pa.gov (scroll down and click on "Request a Criminal History Record" under PSP SERVICES)

- Form must be completed in ink. Include your name, address, and telephone number as the Requester. Do not use the name or address of the District as the Requester.

- At the center right of the form (across from address field) under CHECK ONE BLOCK, check the box for "Individual/Noncriminal Justice Agency"

- Under the REASON FOR REQUEST section, check the box for "Employment"

- Enclose a certified check or money order for $22.00, payable to the "COMMONWEALTH OF PENNSYLVANIA." **NO** cash or personal checks will be accepted.

- Mail application to: **Pennsylvania State Police**
  Central Repository-164
  1800 Elmerton Avenue
  Harrisburg, PA 17110-9758

- The State Police will process the applications as they arrive. The State Police will return the Criminal Record Check to the applicant by mail within approximately 4 weeks. To inquire on the status of your Criminal Record Check, call 1-888-QUERYPA (1-888-783-7972).

- The original background check results need to be submitted to Human Resources. The original will be reviewed, a copy will be made for your personnel file, and the original returned to you.