

# Requesting Your Criminal Record Check



# Pennsylvania Access To Criminal History

**Commissioner Tyree C. Blocker**

Gov. Thomas W Wolf

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## Welcome to Pennsylvania Access To Criminal History

Response times for record requests labeled "UNDER REVIEW" vary depending upon the volume of requests received. While every attempt is made to process inquiries as quickly as possible, turnaround times on these requests can be expected to take between four to six weeks. We apologize for any inconvenience as we process all requests as quickly as resources allow.

**PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)**

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

### New Record Check

**2. Begin by clicking the button “New Record Check.”**

- ▶ **Submit a New Record Check** (requires a credit card)
- ▶ **Check the status of a Record Check**

## Registered Users

Username:

Password:

**Login**

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:
  - **No Record: Follow the instructions above for a no record response.**
  - **Record: Indicates the person has a record and a record response has been mailed to the address provided.**
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).

#### Volunteer Acknowledgement Section

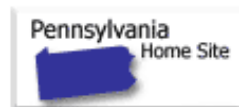
1. Check the box to acknowledge.

☒ By checking this box I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$8 fee is being waived because of my status as an unpaid volunteer. I also understand that any false statements made on this form are subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities and can be punishable by fine or imprisonment.

Accept

2. Then click the button "Accept."

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2.



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## 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.

The system has been updated to allow the requestor to add an email address. 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 \$ **0.00** dollars.

Reason For Request:

VolunteerFREE

Volunteer Organization Name:

Park Presbyterian Church

Volunteer Organization Telephone Number:

724-775-2936

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Pennsylvania

Zip:

Country:

UNITED STATES

Email Addr:

Confirm Email Addr:

Phone Number:

1. Use "Park Presbyterian Church" as the Volunteer Organization Name with 724-775-2936 as the Volunteer Organization Telephone Number. Fill out all other information - items with an \* are required fields.

[Cancel](#)

[Next >](#)

2. Then click "Next".



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## 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 \$ **0.00** dollars.

**Reason For Request:** VolunteerFREE

**Volunteer Organization Name:** Park Presbyterian Church

**Volunteer Organization Telephone Number:** (724) 775-2936

**Requestor Name:** Charles O'Neill

**Address:** 116 Shadylane Drive  
Beaver, PA  
15009

**Country:** US

**Email Addr:** marchon4@comcast.net

**Phone Number:** (724) 495-9844

[< Back](#)

[Cancel](#)

[Proceed](#)

1. If the information is correct, click the "Proceed" button.

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## 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:

1. Fill in the fields again. You'll have to re-enter some information from the previous page. A red asterisk designates a required field. You're only required to provide your first name, last name and date of birth; however, the more information you provide the quicker and more accurate the process.

### 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"/>

2. Enter other names you may have been known by (Charles, Chuck, etc). If you are married, please enter your maiden name. This will speed up the process.

3. Click the button "Enter This Request."



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\(1\)](#)

1. The page refreshes and appears as though you had entered no information, but if you see the hyperlink "View Queued Record Check Requests" then you've entered the information correctly. You may click this hyperlink or the button "Finished" to continue.

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# Pennsylvania Access To Criminal History

Commissioner Robert Evanchick

Gov. Thomas W Wolf

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## 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 **\$ 0.00**. Please do not refresh the web page or browser once the request has been submitted.

Request Queue					
Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex
<a href="#">ONeill,Charlie</a>			05/22/1959	U	U
One item found.					1

[Add Request](#)

[Cancel](#)

[Submit](#)

1. You'll get to review your information again. Click "Submit" to continue if all information shown is correct.

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# Pennsylvania Access To Criminal History

Commissioner Tyree C. Blocker

Gov. Thomas W Wolf

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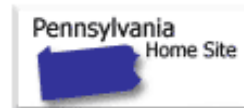
## Record Check Request Results

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
<a href="#">R16578837</a>	NO INFORMATION FOUND	07/10/2016 09:17:11	NO RECORD
One item found.			1

1. You'll see a loading bar after clicking "Submit". After the process has finished, the bar disappears and you'll be left with this screen. Click your "Control #" to continue.

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# Pennsylvania Access To Criminal History

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## 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 invoice associated with this record check request just click on the invoice **number** hyperlink. To view/print the certification form for this request click on the **Certification Form** hyperlink.

**Control #R16578837**

**Requested by Mathew David Meyer**

**Subject Name:** Meyer,Mathew David

**Race:** White

**Sex:** M

**Date of Birth:** 11/20/1990

**Social Security #:** xxx-xx-2325

**Reason for Request:** Volunteer

**Status:** No Record

**Request Date:** 07/10/2016 04:17 PM

**Last Update Date:** 07/10/2016 04:18 PM

**Fee:** \$0.00

**Payment Method:** Free

**Invoice #:** [R16578837](#)

[Certification Form](#)

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1. The next screen reviews your information and shows your results. Click the hyperlink "Certification Form" to view your printable certification. **IMPORTANT!** The church needs your actual certification form.

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## Record Check Details

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

**Control #R16578837**

**Requested by Mathew David Meyer**

**Subject Name:** Meyer, Mathew David

**Race:** White

**Sex:** M

**Date of Birth:** 11/20/1990

**Social Security #:** xxx-xx-2325

**Reason for Request:** Volunteer

**Status:** No Record

**Request Date:** 07/10/2016 04:17 PM

**Last Update Date:** 07/10/2016 04:18 PM

**Fee:** \$0.00

**Payment Method:** Free

**Invoice #:** **R16578837**

**Certification Form**

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epatch.state.pa.us says:

Please use the File -> Print Preview... from your web browser menu to print this form. If the form does NOT fit on one page, re-configure your page margins, headers and footers.

OK

1. A dialogue box opens. Just click the "OK" button.

10.

## Pennsylvania State Police

1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17110

### Response for Criminal Record Check

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE

**MATHEW DAVID MEYER**  
265 COLLEGE AVE  
APT 5  
BEAVER PA 15009

TELEPHONE (724) 944-3373

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

**Name:** Meyer, Mathew David  
**Date of Birth:** 11/20/1990  
**Social Security #:** xxx-xx-2325  
**Sex:** M  
**Race:** White  
**Date of Request:** 07/10/2016 04:17 PM  
**Purpose of Request:** Volunteer

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

**\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R16578837 \*\*\***

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

1. Your certification form should like this, but with your information. You can click "Save" and email your certificate to Charlie O'Neill at [marchon4@comcast.net](mailto:marchon4@comcast.net). If you prefer to print, please leave your certification in Charlie's church mailbox as soon as possible.