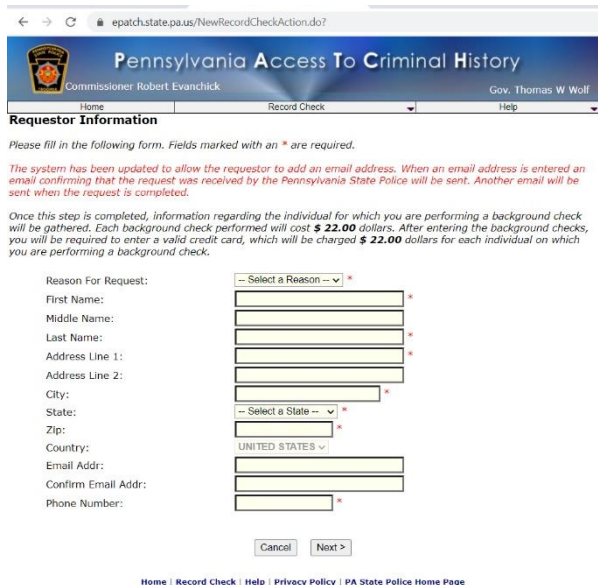


State Police Clearance

1. The State Police Clearance **cost is \$22** and can be completed a <https://epatch.state.pa.us>
2. Select **Submit a New Record Check** then read and accept the Terms and Conditions.
3. On the Requestor Details page select **Individual Request** and then hit continue.



epatch.state.pa.us/NewRecordCheckAction.do?

Requestor Information

Please fill in the following form. Fields marked with an * are required.

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 \$ 22.00 dollars. After entering the background checks, you will be required to enter a valid credit card, which will be charged \$ 22.00 dollars for each individual on which you are performing a background check.

Reason For Request: *

First Name: *

Middle Name: *

Last Name: *

Address Line 1: *

Address Line 2: *

City: *

State: *

Zip: *

Country:

Email Addr:

Confirm Email Addr:

Phone Number: *

Home | Record Check | Help | Privacy Policy | PA State Police Home Page

4. Fill in all of your information on the page seen in the image above, then hit Next.
5. Verify your information on the new page then hit Proceed.
6. Fill in the rest of your information, then hit **Enter This Request**.
7. On the Record Check Request Review page confirm your information then hit **Submit**.
8. Enter your credit card information and confirm your order.
9. You will receive a receipt for your transaction that looks like the image shown below.
This is **NOT** the document you need to share with BHA.

Your browser does not support script

Home	Record Check	Help
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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
Your Control #	Your name here	07/07/2020 02:57 PM	No Record
One item found. 1			

Please tell us about your experience using PATCH by completing this short survey! [Click here for more information.](#)



10. Once your clearance has been processed, you can go back to the receipt (the image shown above) and **click on your control number** which contains a link, that will take you to the actual clearance and the document you need to share with BHA.

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

██████████ ██████████
██████████ ██████████

TO WHOM IT MAY CONCERN:

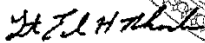
THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: ██████████
Date of Birth: ██████████
Social Security #: ██████████
Sex: F
Race: White
Date of Request: 10/08/2019 02:14 PM
Purpose of Request: Employment

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 # ██████████**

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 (<https://apatch.state.pa.us/RcStatusSearch.jsp>) AND SUBMITTING A STATUS/CHECK REQUEST THAT CONTAINS THE FOLLOWING: SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE. QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-789-7972).

Certified by:

Lt. Earl H. Rhoades
Director of Criminal Records & Identification
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
10/08/2019 02:17 PM

11. The image above is an example of what your clearance will look like. This is the **correct document** you need to **share with BHA** through email or a physical copy.