

## **Act 34 Background Checks**

**Required by Act 34 of 1985 and Act 114 of 2006, as amended, for all prospective employees of public schools, private schools and their contractors' employees who will work in direct contact with children. Also required for "student teacher candidates". This is one of three required background checks or clearances.**

**To be provided by the applicant and reviewed by the school (or higher education administrator) prior to the applicant working in a position in which he will have direct contact with children.**

**Criminal history reports shall be no more than one (1) year old at the time of employment. See Act 114 of 2006 for further detailed information on PA background check requirements.**

### **Electronic Submission - PATCH**

The Pennsylvania State Police established a web-based computer application called "Pennsylvania Access to Criminal History" or PATCH. Using this system, a requestor can apply for a criminal background check on an individual basis.

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 requestor will receive the results instantly over the Internet and the requestor can print out the "No Record" certificate. Eighty percent of the time, "No Record" certificates are returned immediately through the Internet to the requestor. If the subject's information hits on something in the database, the requestor receives an immediate "Request Under Review" response.

A "Request Under Review" response does not necessarily mean that the individual has a record; it does indicate the information is being manually reviewed. After review, the status will be updated to "No Record" or "Record". The requestor should check the PATCH website periodically for an updated status of their request. For all "No Record" responses, the certificate must be printed out at the requestor's computer. All "Record" responses will be mailed to the requestor at the address provided by the requestor. It may take up to two weeks for the status to be updated from a "Request Under Review" to a "No Record" or "Record".

PATCH accepts both Registered and Non-Registered Users.

### **Submission of Request on Paper Via US Mail**

Applicants may also use [Form SP4-164](#), Pennsylvania State Police Request for Criminal Record Check.

1. Applicant must secure Form SP4-164 from the schools, Pennsylvania State Police Barracks or from the [Pennsylvania State Police](#) web site.
2. 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

For status of the Criminal Record Check, call 1-888-QUERYPA (1-888-783-7972).

**PENNSYLVANIA STATE POLICE  
REQUEST FOR CRIMINAL RECORD CHECK  
1-888-QUERYPA (1-888-783-7972)**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

**TRY OUR WEBSITE FOR A QUICKER RESPONSE**  
**<https://epatch.state.pa.us>**

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

<b>FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER</b>
<b>AFTER COMPLETION MAIL TO:</b> PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – 164 1800 ELMERTON AVENUE HARRISBURG, PA 17110-9758  <b>DO NOT SEND CASH OR PERSONAL CHECK</b>
<b>CHECK ONE BLOCK</b> <input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$8.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE  <input type="checkbox"/> NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$13.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE  <input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

<b>SUBJECT OF RECORD CHECK</b>				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE

**The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.**

**FEEES FOR REQUESTS - \$8.00. NOTARIZED FEE REQUESTS - \$13.00.  
\*\*\*MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA \*\*\***

<b>REASON FOR REQUEST</b>				
◀◀◀◀◀CHECK THE BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶				
<input type="checkbox"/>	<b>INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$13.00 FOR REQUEST)</b>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ADOPTION (DOMESTIC)</b>	<b>EMPLOYMENT</b>	<b>VISA</b>	<b>OTHER</b>	

**WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.**