SP 4-164 (7-2009)

PENNSYLVANIA STATE POLICE

# REQUEST FOR CRIMINAL RECORD CHECK

Print

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.*

*Warning: A person commits a misdemeanor of the third degree if he/she makes a written false statement, which he/she does not believe to be true.*

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

| | |
|---|---|
| NAME/ REQUESTER | |
| ADDRESS | |
| CITY/STATE/ ZIP CODE | |

**FOR CENTRAL REPOSITORY USE ONLY**
**CONTROL NUMBER**

**AFTER COMPLETION MAIL TO:**

**PENNSYLVANIA STATE POLICE**
**CENTRAL REPOSITORY – 164**
**1800 ELMERTON AVENUE**
**HARRISBURG, PA 17110-9758**

**Local Number 717-425-5546**

**1-888-QUERYPA (1-888-783-7972)**

**DO NOT SEND CASH OR PERSONAL CHECK**

**CHECK ONE BLOCK**

☐ INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF $10.00, PAYABLE TO: "*COMMONWEALTH OF PENNSYLVANIA*"
THE FEE IS NONREFUNDABLE

☐ FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

**CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)**

| | | | - | | | | - | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|

| NAME/SUBJECT OF RECORD CHECK (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***

**REASON FOR REQUEST: All requests $10.00**

******MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA ******

**◄◄◄◄◄◄CHECK BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST►►►►►►**

☐ **INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED.**

| | | |
|---|---|---|
| ☐ ADOPTION (DOMESTIC) | ☐ EMPLOYMENT/SCREENING | ☐ PASSPORT |
| ☐ ATTORNEY | ☐ FOSTER CARE | ☐ PRIVATE INVESTIGATIONS |
| ☐ BANKING | ☐ HEALTHCARE | ☐ SOCIAL SERVICES |
| ☐ BAR ASSOCIATION | ☐ HOUSING | ☐ TENANT CHECK |
| ☐ CHURCH | ☐ INSURANCE LICENSE | ☐ VISA |
| ☐ CHILD CARE | ☐ MENTAL HEALTH | ☐ VOLUNTEER AMBULANCE/FIREFIGHTER |
| ☐ EDUCATION | ☐ NURSE AID TRAINING | ☐ VOLUNTEER |
| ☐ ELDER CARE | ☐ OTHER _____ | |
| ☐ EMERGENCY MANAGEMENT | | |

☐ **ACCESS & REVIEW - (NOT FOR EMPLOYMENT PURPOSES. MUST BE MAILED INTO THE CENTRAL REPOSITORY.)**

AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT ATTACHED FOR THE PURPOSE OF REVIEWING YOUR CRIMINAL HISTORY.

***Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919***