

Applicant Background Check Required by Act 34 of 1985

Section 1-111 of Act 34 of 1985 requires that all applicants for school employment must obtain a criminal background check. Job applicant has two options to secure the required check **either** by mail **or** via the online P.A.T.C.H. system.

Application Instructions For Requesting Act 34 Criminal Record Check By Mail:

1. Applicant must secure Form SP 4-164: Pennsylvania State Police – Request for Criminal Record Check. This form is available from school districts, at State Police stations or at the Pennsylvania State Police web site: www.psp.state.pa.us.
2. Applicants completes Part I only. You should include your name, address and telephone number as the requester. Do **not** use the Department of Education or the potential employer as the requester. Under "Requestor Identification", check "Individual/Noncriminal Justice Agency". Under the "Reason for Request" section, check "Employment". Enclose a \$10.00 payment in the form of a **CERTIFIED CHECK or MONEY ORDER** made payable to the Commonwealth of Pennsylvania. **NO Cash or Personal checks will be accepted.**
3. Send the Form SP 4-164: Pennsylvania State Police – Request for Criminal Record Check with payment to the following address:
Pennsylvania State Police Central Repository – 164
1800 Elmerton Avenue
Harrisburg, PA 17110-9758
4. Forms are processed as they arrive. State Police will return the Criminal Record Check directly to you, the applicant, by mail within approximately four (4) weeks. To check on the status of a Criminal Record Check, call (717) 783-9144.
5. Applicant presents background check results to prospective employer. The original should be retained by the applicant and may be used for all employment verification for the one year period after issuance. The school entity shall make and keep a copy of the original.

Application Instructions For Requesting Act 34 Criminal Record Check Via the Online P.A.T.C.H System:

The Pennsylvania State Police has 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. Eighty percent of the time, "No Record" certificates are returned immediately through the Internet to the requestor.

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. 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. At this point the information is manually reviewed. After the review, the status will be updated to "No Record" or "Record". The requestor should check the PATCH website periodically

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for an updated status to their request. For all "No Record" responses, the certificate must be printed out at the requester's computer. All "Record" responses will be mailed to the requester at the address provided by the requester. It may take up to two weeks for a status to be updated from a "Request Under Review" to a "No Record" or "Record".

INSTRUCTIONS FOR NON-REGISTERED USERS: Individuals are considered non-registered users. They will not be accepted as registered users. Companies, agencies, or offices can also use the system as a non-registered user if they so desire.

1. Non-registered users log onto <https://epatch.state.pa.us> and select "Submit a New Record Check" under credit card users. The non-registered user can submit up to ten record checks during one session.
2. They must provide their name and address; information on the individual they want to make the check on; and credit card information. The cost is \$10.
3. If a request goes "under review" it will be updated to the status of "No Record" or "Record" within two weeks. Keep checking the status until "No Record" or "Record" is indicated.
4. For all "No Record" responses, the certificate must be printed out at the requestor's computer and presented to the prospective employer to fulfill the Act 34 requirement of employment.
5. All "Record" status requests will be mailed to the address provided by the requestor. The requestor shall present the document to the prospective employer to fulfill the Act 34 requirement of employment. (PATCH does not maintain requester and credit card information for non-registered users; therefore, this information must be entered each time a non-registered user logs onto PATCH.)

VALIDATING CRIMINAL HISTORY RESULTS: The information on a "No Record" or "Record" certificate form can be validated by accessing the PATCH Record Check Status screen (<https://epatch.state.pa.us/RCStatusSearch.jsp>) and submitting a search request that contains: the Control Number assigned the request; the Subject's Name as it was entered on the original request; and the date the request was submitted to PATCH. PATCH will find and display the corresponding record check request. Details on the request can be viewed by clicking on the control number. A copy of this certification form can be obtained by clicking on the Certification Form hyperlink provided on the request details screen. Actual criminal records will not be displayed, only the status of "Record" will be displayed.