

PA State Police CRIMINAL RECORD CHECK ONLINE INSTRUCTIONS (using a Credit Card)

- Using Internet Explorer - go to <http://epatch.state.pa.us> (no need to type in www)
- Click on Submit a New Record Check
- Click on Accept to accept terms and conditions
- **Enter Other as REASON FOR REQUEST**
- Enter Personal Information (Do not include periods, dashes or commas in the address field)
- Click Next
- Verify that all information is correct (Personal Information Review page)
- Click Proceed
- On Record Check Request Form enter the information regarding who the record check is for. (This may be the same information as the Personal Information page) (Do not include dashes or spaces in the Social Security line.)
- Click Enter this request
- Record Check Request Review Page. **Click SUBMIT**
- You will then enter your Credit Card information. (Do not include spaces or dashes in the Credit Card number line.) Click next.
- Record Check Details Page: Verify information is correct. Look for the blue text that says "**Certification Form**" and Click on Certification Form. (this will pull up your clearance)
 - **Click on the hyperlink that reads "Certification Form" to print your clearance right away.**
- Print two copies (one for you and one for the office) and bring one copy of the Criminal Record Check to Nicarry 143 for your file. You will keep the other copy.
- For questions regarding this website call toll-free 1-888-783-7972, option 2

Instructions for submitting PA State Police Criminal Record Check (SP4-164) in writing (if you don't have a Credit Card)

Be advised, this method can take up to 8 weeks to process!!

- Download the request form via the epatch website.
- Go to <https://epatch.state.pa.us>
- Hover your cursor over **Help** for dropdown menu
- Click on **SP4-164 form to download**
- Fill in your name as requester, home address, and phone number – Exact information
- On the right hand side look for "Check one block" and check the **first block**.
- Fill in your name for "Subject of record check"
- List any aliases or other names you have used, including maiden name
- Fill in your Social Security Number – Verify it's the correct number
- Indicate your date of birth, sex, and race
- For "reason for request", check the box for "**Other**"

- Include an **\$8.00** money order or *certified* check payable to the *Commonwealth of Pennsylvania* (personal checks and cash will not be accepted).

- **Mail to:**

Pennsylvania State Police Central Repository-164

1800 Elmerton Avenue

Harrisburg, PA 17110-9758

Approximately six weeks are required to process these requests. To check on the status of your SP4-164 Criminal Record Check, you may call 1-888-783-7972 *after 4 weeks*