

## 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
- Enter **Education** in REASON FOR REQUEST
- Enter Personal Information (Do not include periods, dashes or commas in the address field)
- Verify that all information is correct
- 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.)
- Press Enter this request and then Press Finished
- Review Record Check Request then press Submit
- You will then enter your Credit Card information. (Do not include spaces or dashes in the Credit Card number line.)
- You will be given the option to print your Criminal Record Check as long as you do not have a record. Be sure to have a printer available to print.
  - Be sure to click on the hyperlink that reads “Certification Form”
- 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!!**

- Use the request form provided with these directions.
- Fill in your name as requester, home address, and phone number – Exact information
- Check the following box for “Requester information”
- “Individual/Noncriminal Justice Agency:
- Fill in your name for “Name/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 “Education”
- Include a \$10.00 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**