

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 (not new record check volunteers)**
- Enter **OTHER** in 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. Click on Proceed
- Record Check Request Form- Enter personal information. It is highly recommended that you include your Social Security Number.
- Review Record Check Request information then press Enter this Request.
- At the bottom of the page **click** on "View Queued Record Check Request"
[View Queued Record Check Requests\(1\)](#)
- Click Submit
- Click on Checkout- Only payment method is Credit Card
- You will then enter your Credit Card information. (Do not include spaces or dashes in the Credit Card number line.) The cost for the Criminal Record Check is **\$22.00**.
- Click Pay with your credit card.
- Record Check Request Results **Click on Control # (It begins with "R")**
- Record check Details Page:
 - **Click on "Certification Form" (about halfway down the page in blue. This will pull up your clearance. You should now print this clearance.**

Certification Form

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- Print two copies (one for you and one for the office) and submit one copy of the Criminal Record Check to Nicarry 143 (Education Office) for your file. You will keep the other copy.
- For questions regarding this website call toll-free 1-888-783-7972, option 2