

PA State Police CRIMINAL RECORD CHECK
ONLINE INSTRUCTIONS (using a Credit Card)
*****You CANNOT use Safari web browser*****

- 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)
 - Submit a New Record Check**
 - Check the status of a Record Check**
- Terms and Conditions- at the Bottom click ACCEPT
- Click **Individual Request**
- Enter **OTHER** in REASON FOR REQUEST
- Enter Personal Information (Do not include periods, dashes or commas in the address field) ***** This clearance must show YOUR NAME and ADDRESS****
You cannot use someone else's account (like a school, childcare center, etc.) to complete this **
- 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 a copy for yourself and submit one copy by email to eddeptetown@etown.edu
- For questions regarding this website call toll-free 1-888-783-7972, option 2