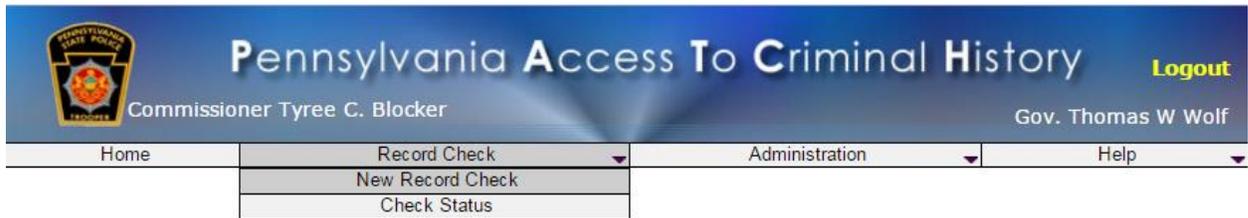


How to Run Pennsylvania State Police (PSP) Checks

1. Go to the Pennsylvania Access To Criminal History (PATCH) website: <https://epatch.state.pa.us/>.
2. Click **Registered PATCH Accounts**. **Registered PATCH Accounts**
3. Enter the username and password and click **Login**.
4. Hover over the **Record Check** tab and select **New Record Check** from the dropdown menu.



5. Complete the form with information about the individual.

First Name:	<input type="text" value="John"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="Smith"/>	*
Suffix:	<input type="text"/>	
Identity Theft #:	<input type="text"/>	
Social Security #:	<input type="text"/>	(xxxxxxxx) (Highly recommended)
Date of Birth:	<input type="text" value="01"/> / <input type="text" value="02"/> / <input type="text" value="1993"/>	(mm/dd/yyyy) *
Sex:	<input type="text" value="Unknown"/>	
Race:	<input type="text" value="Unknown"/>	

6. Click **Enter This Request** when you are done.
 - o You may enter up to ten requests at a time; the website will keep tally of how many you have entered so far.
7. Click **Finished**, which will display a **Record Check Request Review** screen.

Record Check Request Review

Please review the following background check requests. Click on the hyperlink in the subject name column to modify that request. To add more background check requests, click the "Add Request" button. Once all the information is correct, select a payment method and click the "Submit" button to process your request.

The total charge for processing this request will be **\$ 0.00**. Once the "Submit" button is clicked, you will need to enter your credit card information.

Request Queue					
Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex
Smith,John			01/02/1993	U	U
One item found.					1

If the status is "Request Under Review" it is your responsibility to check the PATCH web site for current status. It will take from two to four weeks for the status to be updated to "No Record" or "Record". "No Record" status should be printed out at your printer. "Record" status will be mailed to you.

- After reviewing your request, click **Submit**, which will display the **Record Check Request Results** screen.

- Names with a "No Record" status will have no records sent.
- Names with a "Request Under Review" status will result when PSP needs more time to evaluate the candidate further. You must check back later for the report (*Record the control number assigned to the request. You will need it to check the status later.*). You will either receive a "No Record" status or a "Record" status. If you receive a "Record" status, a copy of the PATCH report can be accessed online.
- If the status does not load initially, you may have to refresh the page.

Record Check Request Results

The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. **Please wait until processing has finished before reviewing any background checks.** Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.

Record Check Requests			
Control #	Subject Name	Date of Request	Status
R18285844	Smith,John	06/22/2017 03:56 PM	No Record
One item found.			1

How to View the Status of Your Requests

1. Return to the (PATCH) website <https://epatch.state.pa.us/>.
2. Hover over **Record Check**, and select **Check Status** from the dropdown menu.



3. Search for a previously submitted request by completing one or more of the following fields: Control Number, First Name, Middle Name, Last Name, Social Security #, and/or Date of Request.

Record Check Status

To perform a search on record check requests enter in at least one search criteria. Wildcards (i.e. '%') can be used on name fields **only** for pattern matching to return multiple records on partial names. Less search criteria will provide more results. Results will only include record checks that have been entered by this account.

Control Number:

First Name:

Middle Name:

Last Name:

Social Security #: - -

Date of Request: / / (mm/dd/yyyy)

Search

4. Click **Search**.
5. To view the PATCH report, click on the control number in the Search Results box.

Search Results			
Control #	Subject Name	Date of Request	Status
		07/19/2017 14:47 PM	Record

One item found. 1

6. Click on **Certification Form** to view the report.



Record Check Details

This screen displays the details of a particular record check request. The request process has been completed. **You may now print the certification form and RAP sheet for your records.** Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice **number** hyperlink. To view/print the certification form and RAP sheet for this request click on the **Certification Form** hyperlink.

Control #R18413563

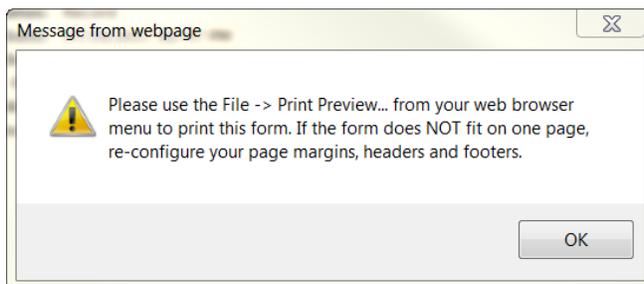
Requested by COPA Office of Administration

Subject Name:	[REDACTED]	Status:	Record
Race:	Unknown	Request Date:	07/19/2017 02:47 PM
Sex:	M	Last Update Date:	07/27/2017 01:26 PM
Date of Birth:	[REDACTED]	Fee:	\$0.00
Social Security #:	[REDACTED]	Payment Method:	Check
Reason for Request:	EMPLOYMENT SCREENING	Invoice #:	[REDACTED]

[Certification Form](#)

Back

- Click **OK** on the notification box.



- You can print or save a copy of the report by selecting the appropriate action from the top right corner of the screen.

Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

COPA OFFICE OF ADMINISTRATION
207 FINANCE BUILDING
613 NORTH DR
HARRISBURG PA 17120

TELEPHONE (999) 999-9999

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: [REDACTED]
Sex: M
Race: Unknown
Date of Request: 07/19/2017 02:47 PM
Purpose of Request: EMPLOYMENT SCREENING
Maiden Name and/or Alias (1) (2)
(3) (4)
*** RECORD FOR CONTROL [REDACTED]

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL