

PA CRIMINAL HISTORY CHECK CLEARANCE – ACT 34 of 1985**DIRECTIONS FOR COMPLETING THIS FORM FOR
BUTLER AREA SCHOOL DISTRICT****ONLINE** Procedure for Pennsylvania Residents:

The Pennsylvania State Police has established a web-based computer application called PATCH ("Pennsylvania Access to Criminal History"). Using this system, a requestor can apply for a criminal background check on an individual. Eighty percent of the time, "No Record" certificates are returned immediately through the internet to the requestor.

- ✓ Go to <https://epatch.state.pa.us>.
- ✓ select "Submit a New Record Check". DO NOT choose the yellow box as it is for unpaid volunteers only.
- ✓ Accept the Terms and Conditions.
- ✓ Under Reason for Request, choose EMPLOYMENT.
- ✓ Complete remaining required information. Click "Next". Verify information is correct, and then click "Proceed".
- ✓ Complete the Record Check Request Form entirely then click "Enter This Request". Then click "Finished".
- ✓ Pay online using a credit card. Total cost is \$22.
- ✓ Once you verify your credit card information and submit, a Record Check Request Results page appears. Click on the Control #.
- ✓ A Record Check Details page appears. **Click on the words "Certification Form" at the bottom.**
- ✓ Print the Certification form and present a copy of this information to the district. The Original should be retained by the applicant and may be used for all employment verification for the one-year period after issuance.

If you wish to obtain this clearance through the US Mail, complete Form SPA-164, Pennsylvania State Police Request for Criminal Record Check which can be obtained from schools, the Pennsylvania State Police Barracks, or from the Pennsylvania State Police website: www.psp.state.pa.us. Complete the form and mail it to the designated address along with a certified check or money order for \$22 payable to the Commonwealth of Pennsylvania. The State Police will return the Criminal Record Check to the applicant by mail within approximately four weeks.