

# Pennsylvania State Police Criminal History Check

1. A request may be submitted online or by mailing a completed form SP4-164. If you submit the request by mail, be advised it may take four or more weeks to receive a response. In either case, begin at the website <http://www.psp.state.pa.us>
2. Under "PSP Services." (Left bottom of the page). Select "Request a Criminal History Record."
3. If submitting an online request, select "Pennsylvania Access to Criminal History (PATCH) WebSite". If submitting a request by mail, select "Download the Criminal History Request Form SP4-164" and follow the instructions.
4. Under "Credit Card Users ", select "Submit a New Record Check". Read and accept the Terms and Conditions.
5. Complete the personal information section. Select "Employment Screening" as the Reason for Request. If asked, do not select "Access & Review."
6. Complete the Record Check Request Form with your information. Include as many details as possible. List your maiden name or any aliases in the bottom section. Select "Enter this Request" On the next screen, select "Finished".
7. Select "Submit".
8. You will need to enter credit card information for the applicable \$10 fee.
9. If you submit the request online, you may receive a "No record" response. **Click on the wording (hyperlink) "Certification Form" to print the response, it will have the PA State seal.**
10. If you receive a "Request for Review" response online, this means only that the record is manually reviewed. If you receive such a response, you will have to check the website periodically for an updated status of your request. Please print out this page as proof you have requested this clearance.
11. Finally, if a "Record" response is made you will receive that information by mail. Please print out this page as proof you have requested this clearance.
12. You will need to submit to the governing body of the group that you plan to volunteer or work for, the original response or proof you have requested this clearance, including any additional pages mailed to you, on or before your first day.