**Background Clearances**

**Criminal Background (Act 34) Cost $22.00**

**Continue to PATCH Website:** [**https://epatch.state.pa.us/Home.jsp**](https://epatch.state.pa.us/Home.jsp)

ELECTRONIC SUBMISSION – PATCH

The Pennsylvania State Police established a web-based computer application called "Pennsylvania Access to Criminal History" or PATCH. Using this system, a requestor can apply for a criminal background check on an individual basis.

The information provided by the requestor will be checked against the criminal history database maintained by the Pennsylvania State Police Central Repository. If the subject's information does not hit on any information in the database, the requestor will receive the results instantly over the Internet and the requestor can print out the "No Record" certificate. Eighty percent of the time, "No Record" certificates are returned immediately through the Internet to the requestor. If the subject's information hits on something in the database, the requestor receives an immediate "Request Under Review" response.

A "Request Under Review" response does not necessarily mean that the individual has a record; it does indicate the information is being manually reviewed. After review, the status will be updated to "No Record" or "Record". The requestor should check the PATCH website periodically for an updated status of their request. For all "No Record" responses, the certificate must be printed out at the requestor's computer. All "Record" responses will be mailed to the requestor at the address provided by the requestor. It may take up to two weeks for the status to be updated from a "Request Under Review" to a "No Record" or "Record".

PATCH accepts both Registered and Non-Registered Users.

REGISTERED USERS: Companies, agencies, or offices that routinely have a need to make criminal record checks. The company, agency, or office logs onto [Pennsylvania Access to Criminal History](https://epatch.state.pa.us/) and then completes and submits the registration form.

NON-REGISTERED USERS: Individuals are considered non-registered users. They will not be accepted as registered users. Companies, agencies, or offices can also use the system as a non-registered user if they so desire. Non-registered users log onto [Pennsylvania Access to Criminal History](https://epatch.state.pa.us/) and select "Submit a New Record Check" under credit card users. The non-registered user can submit up to ten record checks during one session.

VALIDATING CRIMINAL HISTORY RESULTS: The information on a "No Record" or "Record" certificate form can be validated by accessing the PATCH [Record Check Status](https://epatch.state.pa.us/RCStatusSearch.jsp) screen and submitting a search request.

SUBMISSION OF REQUEST ON PAPER VIA US MAIL

Applicants may also use [Form SP4-164](http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx), Pennsylvania State Police Request for Criminal Record Check.

1. Applicant must secure Form SP4-164 from the schools, Pennsylvania State Police Barracks or from the [Pennsylvania State Police](http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx) web site.
2. Send the REQUEST FOR CRIMINAL RECORD CHECK with payment to the following address: Pennsylvania State Police Central Repository-164,1800 Elmerton Avenue, Harrisburg, PA 17110-9758

For status of the Criminal Record Check, call 1-888-QUERYPA (1-888-783-7972).

**Child Abuse Clearance (Act 33/151) Cost $13.00**

1. Go to site:

<https://www.compass.state.pa.us/cwis/public/home>

1. You will then need to create a login if you do not have one already.
2. You will then Click on Create a Clearance Application in the top right
3. Proceed through the application questions.
4. Fill out to the best of your knowledge and mail with payment to:

Childline and Abuse Registry

Department of Public Welfare

P.O. Box 8170

Harrisburg, pa 17105-8170

**\*Notes:**

**If you do not have internet access call the following number: (717) 783-6211.**

**Amount can be paid by business check or money order.**

**Background Check (Act 114) (Fingerprinting) Cost: $22.60**

To Register by Internet:

Use Code: 1KG6XN

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** - The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at [https://uenroll.identogo.com](https://uenroll.identogo.com/). Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8am to 6pm EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

When registering on-line, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose.  Fingerprint requests processed through any other agency or purpose cannot be accepted and are not transferrable.  If an applicant enters the wrong code by mistake, the incorrect applicant type will appear at the top of the screen.  The applicant should select the “Back to Home” button and begin the process again, by reentering the correct Service Code. If the applicant proceeds with the process under the incorrect code, the pre-enrollment and/or results cannot be transferred to another state agency and the applicant will have to start the process over and pay for the background check again.

**If you need help finding your service code to register you can find the service codes on the right hand side of this website:** <http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/Federal-Criminal-History-Background-Checks.aspx#tab-1>

1. **Payment** - The applicant will pay a fee of $22.60 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier’s checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. No cash transactions or personal checks are allowed.

IDEMIA has also established a payment option for fingerprinting services for entities interested in paying the applicant’s fee. This new option provides a payment ‘coupon’ that the entity will provide to each applicant for use. Each coupon is unique and may only be used one time. Account applications must be completed prior to the applicant visiting the fingerprint site. The authorized representative must complete the account application.  To establish a billing account, visit the website <https://www.identogo.com/locations/pennsylvania>and download an application.
2. **Fingerprint Locations**  – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at [https://uenroll.identogo.com](https://uenroll.identogo.com/). The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location. PDE encourages entities where access to the fingerprint location is more than 25 miles away to contact IDEMIA and suggest areas where another closer site could be established.
3. **Fingerprinting** - At the fingerprint site the Enrollment Agents (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant’s qualified State or Federal photo ID before processing the applicant’s transaction. A list of approved ID type may be found on the IDEMIA website at [https://uenroll.identogo.com](https://uenroll.identogo.com/). Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
4. **Report Access** – For the public or private school or higher education institution to access the official report via the electronic system, applicants must present their **UEID**to the hiring entity (as shown on the receipt provided after fingerprint capture). This process allows an applicant to provide multiple potential employers with their **UEID**, as the report is linked to the UEID number and not assigned to a specific school. If an applicant has lost their receipt or needs to confirm UEID, the applicant may visit the UEP website (<https://uenroll.identogo.com/> ) and simply check status of their file by providing alternate personal information. Applicants will enter their personal information after clicking in the lower portion of that screen to obtain their receipt with the UEID.

Applicants will receive an unofficial copy of their report.  However, the school is **required to review the official CHRI online** and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.