**Request a Criminal History Record**

For more information about the Child Protective Services Law, please visit the following links

<http://keepkidssafe.pa.gov/>

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

**There are two methods of requesting a Criminal Record.**

**1. Online Request**The Pennsylvania State Police has also established a web-based computer application called “Pennsylvania Access To Criminal History,” (PATCH) Using this system, a requestor can apply for a criminal background check on an individual. Eighty-five percent of the time, “No Record” certificates are returned immediately through the Internet to the requestor.   
[Pennsylvania Access to Criminal History (PATCH) Web Site](https://epatch.state.pa.us/Home.jsp)

**Check Status of Previously Submitted Criminal History Request** If you have submitted your criminal history request on-line and know your control number, [Click](https://epatch.state.pa.us/RCStatusSearch.jsp) Here. If you do not know your control number, or for additional criminal history request questions call the PATCH Help Line toll-free at: 1-888-QUERY-PA (1-888-783-7972)

**2. Submitting a Request Form**

This response is based on a comparison of data provided by the requester in Part I of the form against the information contained in the files of the Pennsylvania State Police Central Repository only, and does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.

[Download the Criminal History Request Form - SP4-164 (Updated 7/2015)](http://www.psp.pa.gov/_layouts/download.aspx?SourceUrl=http://www.psp.pa.gov/Documents/Public%20Documents/criminal_history/Request%20for%20Criminal%20Record%20Check%20-%20SP%204-164%204.doc" \t "_blank)

[Download the Criminal History Request Form: Volunteer Only- SP4-164A (Updated 7/2015)](http://www.psp.pa.gov/_layouts/download.aspx?SourceUrl=http://www.psp.pa.gov/Documents/Public%20Documents/criminal_history/Request%20for%20Criminal%20Record%20Check%20-%20Volunteer%20Only%20-%20SP%204-164a%204.doc)

[Download the Individual Access and Review Request Form - SP4-170 (Updated 7/2015)](http://www.psp.pa.gov/_layouts/download.aspx?SourceUrl=http://www.psp.pa.gov/Documents/Public%20Documents/criminal_history/Request%20for%20Individual%20Access%20and%20Review%20-%20SP%204-170%204.doc)

**Fees:**  
- SP4-164- $8.00, Standard Record Check Request. Only this type of request can be notarized  
- Notary Fee- $5.00. Available for standard record check requests ONLY  
- SP4-164A- Free , VOLUNTEERS ONLY  
- SP4-170- $10.00, Individual Access and ReviewOne Copy is to be submitted with a money order or certified check for the established fee, payable to Commonwealth of Pennsylvania.

After completion mail to:  
**Pennsylvania State Police Central Repository - RCPU**   
**1800 Elmerton Avenue**   
**Harrisburg, PA 17110-9758**

For assistance call the PATCH Help Line toll-free at 1-888-QUERY-PA (1-888-783-7972).  
  
**Addtional Information:**

* [Overview of the Pennsylvania Access to Criminal History (PATCH)](http://www.psp.pa.gov/contact/Pages/Overview-of-the-Pennsylvania-Access-to-Criminal-History-(PATCH)_376.aspx)
* [Glossary of terms used in PATCH](http://www.psp.pa.gov/contact/Pages/Glossary-of-terms-used-in-PATCH.aspx)

**Other Related Information:**  
[Pennsylvania Child Abuse History Clearance Form](http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf) - This form is distributed and proccessed by the Pennsylvania Department of Public Welfare.   
If you have questions about the form please contact the Department of Welfare at (717) 783-6211.

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