Pennsylvania Access to Criminal History Instructions:

**Step 1:** Visit [https://epatch.state.pa.us/](https://epatch.state.pa.us/)

**Step 2:** Click on “Submit a New Record Check”

**Step 3:** Accept Terms and Conditions
Step 4: Provide Personal Information (Note: Reason for request: Employment Screening)

Please fill in the following form prior to making your record check request. Fields marked with an "*" are required. A request resulting in an actual criminal record will be sent via U.S. Mail to the name and address listed below.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost $16.00 dollars. After entering the background checks, you will be required to enter a valid credit card, which will be charged $16.00 dollars for each individual on which you are performing a background check.

Reason For Request: Employment Screening
First Name: 
Middle Name: 
Last Name: 
Address Line 1: 
Address Line 2: 
City: 
State: Select a State
Zip: 
Country: United States
Email Addr: 
Phone Number: 
Ex Tax Number: 

Step 5: Preview Information and Click “Proceed”

Please verify the following information prior to clicking the “Proceed” button. If you need to make changes, click the “back” button.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost $16.00 dollars. After entering the background checks, you will be required to enter a valid credit card, which will be charged $16.00 dollars for each individual on which you are performing a background check.

Reason For Request: Employment Screening
Requester Name: 
Address: 
Country: 
Email Addr: 
Phone Number: 
Fax Number: 

< Back  Cancel  Proceed
Step 6: Provide Personal Information on the “Record Check Request Form” and Click “Finished”

Step 7: Click “Submit”
Step 7: Enter Credit Card Information and Click "Next"

![Credit Card Information Form]

Step 8: Print the “Record Check Request Results” Page

![Record Check Request Results]

Please contact Madeleine Cossell or Nubhia Nishad if there are questions

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