

No Fee Necessary for School Volunteers

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION 1 ONLY. Print clearly in ink. ~~Enclose \$20.00 money order ONLY~~, payable to DEPARTMENT OF PUBLIC WELFARE. **DO NOT send cash or personal check.**
 Send to CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170
APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211, OR (TOLL FREE) 1-877-371-5422.

CHILDLINE USE ONLY
 DATE RECEIVED BY CHILDLINE

SECTION I APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME _____

STREET _____

CITY, STATE _____

ZIP CODE _____

SOCIAL SECURITY NUMBER		
AGE	DATE OF BIRTH	DAYTIME PHONE NO.
SEX <input type="checkbox"/> M <input type="checkbox"/> F		COUNTY YOU LIVE IN

Disclosure of your Social Security number is voluntary. It is sought under 23 Pa.C.S. §§ 6336(a)(1) (relating to Information in statewide central register), 6344 (relating to Information relating to prospective child care personnel), 6344.1 (relating to Information relating to family day-care home residents), and 6344.2 (relating to Information relating to other persons having contact with children). The department will use your Social Security number to search the statewide central register to determine whether you are listed as the perpetrator in an indicated or founded report of child abuse.

PURPOSE OF CLEARANCE (Check ONE block ONLY)

Child Care Services Employee

Foster Care Adoption School Employee

Employment with a significant likelihood of regular contact with children

Volunteers - A copy of your **PROCESSED** "Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their **PROCESSED** FBI clearance (Form FD-258).

DPW Employment & Training Program Participant
(signature required below)

 SIGNATURE OF OIM/CAO REPRESENTATIVE

 OIM/CAO PHONE NUMBER

PREVIOUS NAMES USED SINCE 1975
 (Include Maiden Name, Nicknames, Aliases)

1. (LAST, FIRST, MIDDLE) _____

2. (LAST, FIRST, MIDDLE) _____

3. (LAST, FIRST, MIDDLE) _____

4. (LAST, FIRST, MIDDLE) _____

5. (LAST, FIRST, MIDDLE) _____

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

1. _____

2. _____

3. _____

4. _____

HOUSEHOLD MEMBERS (List everyone who lived with you at any time since 1975 to the present)

NAME (Last, First, Middle) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1.			
2.			
3.			
4.			
5.			
6.			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

 APPLICANT'S SIGNATURE

 DATE

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II		RESULTS OF HISTORY CHECK	
<input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.		<input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).	
STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.	-	3.	-
2.	-	4.	-
_____		_____	
VERIFIER	DATE	VERIFIER'S SUPERVISOR	DATE

SECTION III	VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES
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_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE
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- Applicant is named as the perpetrator of a **founded** child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a **founded** child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an **indicated** child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

_____	_____	_____	_____
VERIFIER	DATE	VERIFIER'S SUPERVISOR	DATE

<https://epatch.state.pa.us/Home.aspx>

Commissioner, Pennsylvania State Police

Gov. Thomas W Wolf

[Home](#)

[Record Check](#)

[Help](#)

Welcome to Pennsylvania Access To Criminal History

Response times for record requests labeled "UNDER REVIEW" vary depending upon the volume of requests received. While every attempt is made to process inquiries as quickly as possible, turnaround times on these requests can be expected to take between four to six weeks. We apologize for any inconvenience as we process all requests as quickly as resources allow.

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

[New Record Check](#) (Volunteers only)

- ▶ [Submit a New Record Check](#) (requires a credit card)
- ▶ [Check the status of a Record Check](#)

Registered Users

Username:

Password:

Why does PATCH exist?

Its purpose is to better enable the public to obtain criminal history record checks. The repository was created and is maintained in accordance with Pennsylvania's Criminal History Information Act contained in Chapter 91 of Title 18, Crimes Code. This Act also directs the Pennsylvania State Police (PSP) to disseminate criminal history data to criminal justice agencies, non-criminal justice agencies and individuals on request. Criminal justice agencies can access all of an individual's criminal history record information (CHRI). Requests made by noncriminal justice agencies and individuals are subject to edit criteria contained in the law.



Dispositions

Dispositions on most criminal cases can be accessed by reviewing court docket sheets located at the Pennsylvania Judiciary web portal site: <http://ujportal.pacourts.us/DocketSheets.aspx> Clicking the "HELP" link on this page will provide information as to how to access the public docket sheets. However, public docket sheet information should not be used in place of a criminal history background check, which can only be provided by the Pennsylvania State Police.

Browser Requirements

The recommended web browsers for this site are **Microsoft Internet Explorer 6.x-11.x** using a 32 bit or 64 bit browser. **All other web browsers or versions (such as Microsoft Internet Explorer 12 and above, Firefox, Google Chrome, Opera and Safari) are not supported.** Web browsers need to accept cookies and have scripting enabled. Ensure that pop-up blockers are disabled.

Check Box "Fee Exempt"

SP 4-164 (2-2013)

PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK

This form is to be completed in ink by the requester - (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
https://epatch.state.pa.us

NAME/REQUESTER
ADDRESS
CITY/STATE/ZIP CODE

FOR CENTRAL REPOSITORY USE ONLY
CONTROL NUMBER

AFTER COMPLETION MAIL TO:
PENNSYLVANIA STATE POLICE
CENTRAL REPOSITORY - 164
1800 ELMERTON AVENUE
HARRISBURG, PA 17110-9758
1-888-QUERYPA (1-888-783-7972)
DO NOT SEND CASH OR PERSONAL CHECK

CHECK ONE BLOCK
INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY - ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY - ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$15.00, PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA" THE FEE IS NONREFUNDABLE
FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY - NO FEE

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

Grid for contact telephone number with dashes for area code and number.

NAME/SUBJECT OF RECORD CHECK (FIRST) (MIDDLE) (LAST)
MAIDEN NAME AND/OR ALIASES SOCIAL SECURITY NUMBER DATE OF BIRTH (MM/DD/YYYY) SEX RACE

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only

FEEES FOR REQUESTS - \$10.00. NOTARIZED FEE REQUESTS - \$15.00.
MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA
CHECK BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST

REASON FOR REQUEST

INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$15.00 FOR REQUEST)

- ADOPTION (DOMESTIC) ATTORNEY BANKING BAR ASSOCIATION CHURCH CHILD CARE EDUCATION ELDER CARE EMERGENCY MANAGEMENT
EMPLOYMENT/SCREENING FOSTER CARE HEALTHCARE HOUSING INSURANCE LICENSE MENTAL HEALTH NURSE AID TRAINING OTHER
PASSPORT PRIVATE INVESTIGATIONS SOCIAL SERVICES TENANT CHECK VISA VOLUNTEER AMBULANCE/FIREFIGHTER VOLUNTEER

ACCESS & REVIEW - (NOT FOR EMPLOYMENT PURPOSES. MUST BE MAILED INTO THE CENTRAL REPOSITORY WITH A COPY OF A VALID GOVERNMENT ISSUED PHOTO ID, SEE TERMS & CONDITIONS)

AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT AND REQUIRED COPY OF GOVERNMENT PHOTO ID ATTACHED FOR THE PURPOSE OF REVIEWING YOUR CRIMINAL HISTORY.

WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.

Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919