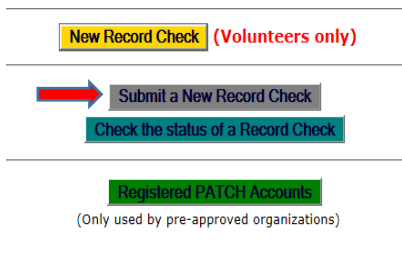


How to submit a Pennsylvania Access To Criminal History Application (PATCH)

PATCH is the computer application that allows you to access the Pennsylvania State Police’s criminal history information. Please follow the instructions below to complete the application.

1. Go to PATCH <https://epatch.state.pa.us>
2. Select “Submit a New Record Check”.



3. Review Terms and Conditions.
4. Select “Accept” to proceed.
5. Select “Individual Request” then “Continue”.
6. Complete the requested information.
7. Select “Employment” as the Reason For Request then “Next”.

NOTE: All information with an (*) is required.

re performing a background check.

Reason For Request: → -- Select a Reason --
Adoption
Employment *
Foster Care
Other
VISA

First Name: *

Middle Name: *

Last Name: *

Address Line 1: *

Address Line 2:

City: *

State: -- Select a State -- *

Zip: *

Country: UNITED STATES

Email Addr:

Confirm Email Addr:

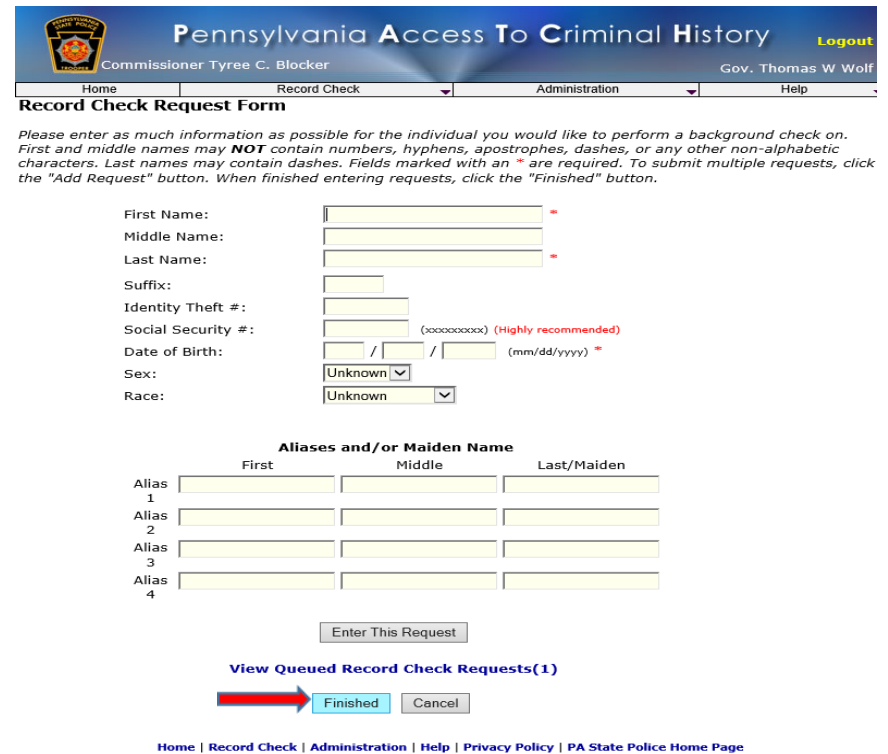
Phone Number: *

Cancel ← Next >

8. Review the Requestor Information, then select “Proceed”.

At the **Record Check Request Form** screen. Enter all personal information and select “Enter This Request”.

9. The **Queued Record Check Requests** allows you to review or make changes to personal information that was entered in the previous screen. Select “Finished” at the bottom of the page.



10. On the **Record Check Request Review**, select **“Submit”** for the final review.



11. Select **“Checkout”** to navigate to a secure gateway payment page.

12. On the **PATCH Record Check Request Review** page. Enter your payment information and select **“Pay with Your Credit Card”**.

Choose Payment Option



Pay With Your Credit Card

Cardholder Name Credit Card Number Expiry Date (MMYY)



Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.




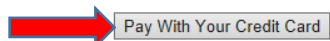
Address City State/Province

ZIP/Postal Code

Country

Verification

I'm not a robot 
reCAPTCHA
Privacy - Terms



13. Once your request has been processed on the Record Check Request Results screen, Select on the Control Number hyperlink located under the **“Control #”** tab to review details of the record check. **NOTE: If the Record Check Status is “Under Review”, your request has not finish processing.**



14. On the Record Check Details screen, select **“Certification Form”** to view the certification.

Reason for Request: EMPLOYMENT



[Home](#) | [Record Check](#) | [Administration](#) | [Help](#) | [Privacy Policy](#) | [PA State Police Home Page](#)

15. Select **“Print”** to print the certification.