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.

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”.

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.

15. Select “Print” to print the certification.