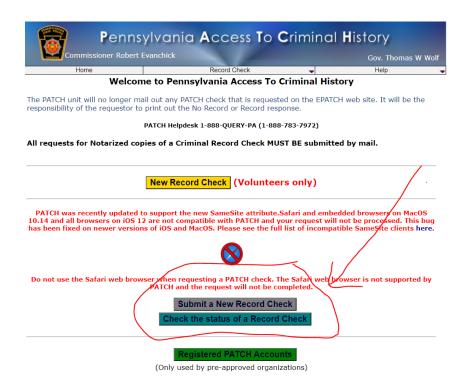


Pennsylvania State Background Check Step by Step Instructions

Please note, if you have not lived in the state of Pennsylvania continuously for at least the last two years in a row you will **also** need an FBI background check performed. Please reach out to the admissions coordinator for this information.

Also, if you have had a background check within the last one year, you may not need another one. Please contact the admissions department and share the results of the previous background check to see if that is acceptable before proceeding.

- 1. Go to the state of Pennsylvania's epatch website at https://epatch.state.pa.us/Home.jsp
- 2. Click on submit a new record check.



- 3. Accept the terms and conditions
- 4. Click on individual request
- 5. Fill out all required information
- 6. Click proceed



- 7. Fill out additional required information
- 8. Click on "Enter this request"
- 9. You should then see queued records request as seen below. Click "finished"



- 10. Proceed to checkout and payment. Cost should be \$22.
- 11. After your background check is complete, you will have a page that looks like this:





Record Check Details

This screen displays the details of a particular record check request. The review process for this request will take approximately 2 - 3 weeks from the date of request. Please check back then to view an updated status. To view/print the invoice associated with this record check request just click on the invoice number hyperlink. To view/print the certification form for this request click on the Certification Form hyperlink.

Control #R24数数数数 Requested by Subject Name: Mickey Mouse Request Under Review Status: Race: Black Request Date: 03/15/2021 12:38 PM Sex: M Last Update Date: 03/15/2021 12:40 PM Date of Birth: 01/01/1990 Fee: \$22.00 Social Security #: xxx-xx-5431 Payment Method: Credit Card Invoice #: R2#XXXXX Reason for Request: Employment Certification Form (Back

Home | Record Check | Help | Privacy Policy | PA State Police Home Page

- 12. Pay attention to where it says "Status". It will either show "Request under review" or "completed".
- 13. Take a screenshot of the page as listed above. Also, make note of the **control number** as it is very important and it's the only way you can find the background check at a later date.
- 14. Click on the "certification form" and take a screenshot or print the certification form.
- 15. Share this information with the admissions coordinator at the school.