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](https://epatch.state.pa.us/Home.jsp) 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 #R24XXXXXX9

Requested by

Subject Name:	Mickey Mouse	**Status:**	Request Under Review
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
Reason for Request:	Employment	**Invoice #:**	R24XXXXXX

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.