

Online link for Employees

(Clergy, Deacons, Seminarians, Priest/Deaconate Candidate, Non-School Employee, School Employee)

Pennsylvania State Police Criminal Record Check

<https://epatch.state.pa.us/NewRecordCheckAction.do>

\$22.00 fee (current as of: 12/01/2017)

(do not use volunteer link)

Steps to obtain a PA State Police Criminal Record Check

1. Choose the gray box "Submit a New Record Check" (requires a credit card).
2. Read the Terms and Conditions and click the Accept button.
3. Complete the Requestor information choosing "Employee" as the reason for the request. Click the next button.
4. Choose Individual Request and click continue.
5. Review the information. Click the back button to make corrections or click the Proceed button.
6. Complete the Record Check Request Form and click Enter this Request (Not entering the Social Security number may cause a delay in the issuing of the clearance).
7. When you are done entering requests click the Finished button.
8. Review the information on the Record Check Request Review page and click Submit button to proceed to the Checkout page.
9. Enter your payment information and proceed.
10. Once processing is complete (Status: no record/record), click on the Control Number hyperlink to view the details of the specific record check.
11. When the Record Check Details page appears, you may print this page for your records and then click on Certification Form for your official clearance.
12. Print your certificate (print 2 copies and keep one for your records).
13. At this point you also have the option of saving the clearance to your computer.

The process for state required clearances must be underway before an employee begins work with children. Employees must present the results of their PA State Police Criminal Record Check, PA Child Abuse History Certification and Federal Criminal History Record Information within 30 days of beginning employment in a parish, school or agency.

(see Policy, section III A., pp. 8 & 9)

Revised: January 2019