

**DIRECTIONS TO OBTAIN**  
**PA CRIMINAL HISTORY CLEARANCE ONLINE**

**On December 1, 2017, the fee for a Criminal History Record  
Check will increase to \$22.00.**

Go to: <https://epatch.pa.gov/home>

- Record Check
- New Record Check
- Terms and Conditions for the Use of PATCH, click Accept
- Fill out form with your information (your name, not person's name being checked), click Next
- Review Personal Information, click Proceed
- Complete Record Check Request Form, click Enter This Request
- Complete as many forms as needed (for each individual)
- Click Finished
- Record Check Request Review, click Submit
- Credit Card Information, click Next>
- Verify Credit Card Information, click Submit

If Record Check is pending,

- Return to website, <https://epatch.pa.gov/home>
- Click Check the status of a previously submitted Record Check
- Enter Control Number, First, Middle and Last Names, and Date of Request
- Click Search
- When the Record Check is completed, Click the Control Number (highlighted in blue)
- Click the word Certification Form; a form will appear with an official seal
- Print the form for submission to the agency