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Pennsylvania Background Check Procedures for School Employees

Pennsylvania Criminal Background Check (Act 34)

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

Cost: \$22.00 (Online payment available)

- Go to <https://epatch.state.pa.us> and click on "Submit a New Record".
- Read the Terms and Conditions and click "Accept".
- Select Requestor Details. (Select "Individual Request").
- Complete Requestor Information. (For Reason for Request — Select "Employment") Review your information and click "Proceed".
- Enter in your Check Request Information and then click "Enter This Request"
- Click "Finished".
- Review Request and click "Submit"
- Complete the payment process by clicking on "Checkout".
- After process is completed, you will receive a "No Record" or Record Pending" status. (You will receive an email notification with your request Control #.)
- If "No Record", then click on the control number and then click on "Certification Form".
- Print out the Certification Form and submit to the District.** You will not be able to access this form after you print it once, save a copy.
- If "Record Pending", then you will have to login later and recheck the status.

RECORD STATUS

To check the status of a record check go to <https://epatch.state.pa.us> and click on "Check the status of a Record Check". You will need to enter in all the data exactly as it was entered for the original record check request as well as your Control # to retrieve your record.