Act 34 Pennsylvania Criminal History Clearance Instructions

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The Pennsylvania State Police has established a web-based computer application called "Pennsylvania Access to Criminal History" or PATCH. Using this system, a requestor can apply for a criminal background check on an individual. Eighty percent of the time, "No Record" certificates are returned immediately through the Internet to the requestor.

- o Go to "New Record" and follow the instructions.
- o The reason for the clearance is **EMPLOYMENT.**
- o **VOLUNTEER** clearances will not be accepted for employment purposes.
- o When the Search Results Table appears, click on the **Control Number.** *(Hint: Write down the Control Number for future access to you Official Clearance.)*
- o The **Records Check Details** page will open, but this is not the official clearance and it will not be accepted by the employer.
- o To access your **Official Clearance** you will see a blue text "***CERTIFICATION PAGE"***. Click on the blue text to access your Act 34 Pennsylvania State Police Clearance.
- o Print and save the official clearance for your records and submit a copy to the Steel Center Administration Department.

A $22.00 fee applies to process the clearance online. The requester will be required to pay via credit card or debit card online. Below is a link to access the "PATCH" website:

Pennsylvania Access to Criminal History