

Union City Area School District  
107 Concord Street  
Union City, PA 16438

**PENNSYLVANIA STATE POLICE CRIMINAL RECORD CHECK**  
**for EMPLOYEE or for VOLUNTEERS**

There are two methods of requesting a Criminal Record:

**1. Online Request**

The Pennsylvania State Police has established a web-based computer application called "Pennsylvania Access To Criminal History," (PATCH). Using this system, a requester can apply for a criminal background check on-line. Payment must be made using a credit card.

Go to <https://epatch.state.pa.us/Home.jsp> Employees should click on "Submit a New Record Check" and follow the instructions under "Terms and Conditions for the Use of PATCH", then click the "Accept" button. Complete each of the boxes to finish your application.

To access your approved clearance from the epatch home page, click on "Check the Status of a Record Check." Type your Control Number, your name (which must be exactly as it was entered on your application), and the application date in the appropriate boxes. A "Search Results box will appear below this information. If the record has been processed, it will show up. Click on the Control Number to retrieve and print your certification form and submit it to the Administration Office. If the information has not yet been processed, the "Search Results" will indicate "No items found." Access the website daily until you are able to access your record. For assistance or questions, please call 1-888-783-7972.

**2. Submitting a Request Form by mail**

Click on <https://epatch.state.pa.us/help/HelpHome.jsp> and select the employee application - SP4-164 Form - Request for Criminal Record Check. Applicants can type their information directly onto the form from their computer, then print the form, sign and date it. The form can also be printed from this site, then the information hand written onto the form. With either method, the form must be mailed to the address indicated on the form. The employee application requires a certified check or money order in the amount shown on the form, made payable to "Commonwealth of Pennsylvania." (A notarized copy is NOT required by the School District.) Please keep a copy of the completed application (and the money order stub) until you have received your approved form. Mailed applications can take four weeks or longer. If you have questions about the Pennsylvania State Police Request for Criminal Record Checks SP 4-164 or SP 4-164A forms, please call 1-888-783-7972.