

PATCH Copy Report

Instructions to Upload

Steps to obtain your Pennsylvania Statewide PATCH Report:

- 1) Under your Immunization section (Home Page), scroll down to the Background Check category and select the document pictured below and click "View Document" when prompted:

- 2) Once the document is open, scroll down to the category of **PATCH Pennsylvania Statewide** and find the **Control #** (Example: R12345678) and **Date of Report**

- 3) When you have this information, go to the Pennsylvania PATCH Statewide website:
<https://epatch.state.pa.us/Home.jsp>

- 4) Towards the top of the webpage, hover your cursor over the drop-down menu of "Record Check" and select "Check Status"

- 5) On the following page, please enter the **Control #** (Example: R12345678), **First Name, Last Name, and Date of Request** (Date of Report) and click search.

Home Record Check Help

Record Check Status

To perform a search on a record check request you must enter in all the data exactly as it was entered for the original record check request. If a middle name was entered on the original request then you must enter that name exactly.

Control Number:

First Name:

Middle Name:

Last Name:

Date of Request: / / (mm/dd/yyyy)

Search

- 6) Click on the search result by selecting the **Control #** (R123456789) and on the following page, select **"Certification Form"**

Home Record Check Help

Record Check Status

To perform a search on a record check request you must enter in all the data exactly as it was entered for the original record check request. If a middle name was entered on the original request then you must enter that name exactly.

Control Number:

First Name:

Middle Name:

Last Name:

Date of Request: / / (mm/dd/yyyy)

Search

Reason for Request:

Invoice #:

Certification Form

Back

- 7) Save the file to your computer and upload the document into your Background Check category by selecting the requirement **"PATCH Copy"**

Home Record Check Help

Background Check

You must order a Background Check through the American DataBank. Once your background check has been completed, it will upload to your account automatically. This will need to be renewed each year.

Select a requirement:

+ Enter Requirements

Incomplete

8) Patch Report Copy Example:

Print Save Back

Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

AMERICAN DATABANK
110 16TH ST STE 800
DENVER CO 80202

TELEPHONE (800) 267-8456

TO WHOM IT MAY CONCERN:

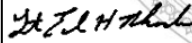
THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name:
Date of Birth:
Social Security #:
Sex:
Race: Unknown
Date of Request:
Purpose of Request:

Maiden Name and/or Alias (1) (2)
(3) (4)

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL *****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCstatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE. QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

Lt. Earl H. Rhoades
Director of Criminal Records & Identification
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
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