

## **ACT 34 PA CRIMINAL BACKGROUND CLEARANCE**

Act 34 of 1985 specified that employees of public and private schools and their contractors hired as of January 1, 1986, must undergo background checks. School districts may hire residents of Pennsylvania for a provisional period not to exceed 90 days, pending this clearance. During this period, they must work in the direct vicinity of a permanent employee. If an employee is continuously employed with the same district or contractor, background checks are good indefinitely. Any break in service with that district or contractor will require a new background check.

**PROCEDURES:** (choose one of the following options)

**By Internet:**

- 1) New users log onto <https://epatch.state.pa.us/Home.jsp> and select "Submit a New Record Check" under credit card users.
- 2) Provide required name and address information.
- 3) Enter credit card information to access clearance. The cost for the clearance is \$10.00.
- 4) For all "No Record" statuses, the certificate must be printed out at your computer. If a request is "Under Review" it will be updated to the status of "No Record" or "Record" within two weeks. A "Request Under Review" response does not necessarily mean that the individual has a record. All "Record" status requests will be mailed to the address provided by the requester.

**By mail:** *Due to the length of processing time for mailed applications, it is highly encouraged that the requestor process the clearance through the Internet.*

**Applicant must complete Part I only of the attached application:**

- 1) Requester should include your name, address, and telephone number- NOT that of the potential employer or the Department of Education.
- 2) Requester Identification - check *Individual/Non Criminal Justice Agency*.
- 3) Complete name, aliases (include maiden and previous marriage names), SS#, D.O.B., sex, and race information.
- 4) Reason for request - check *Employment* (first block).

Submit the completed application, along with a \$10.00 Certified Check or Money Order, payable to the Commonwealth of Pennsylvania (personal checks or cash are **NOT** acceptable) to:

Pennsylvania State Police Central Repository  
1800 Elmerton Avenue  
Harrisburg, PA 17110-9758

Forms will be processed as they arrive and results will be mailed to the requestor. For assistance with billing inquiries or discrepancies please call (717) 425-5546 locally and toll free at 1-888-**QUERYPA (1-888-783-7972)**, option #6.

Requester should present the original Criminal Record History document to the prospective employer(s).

**ALL BACKGROUND CHECKS ARE VALID FOR ONE YEAR FROM DATE ISSUED**