

**PENNSYLVANIA STATE POLICE  
REQUEST FOR CRIMINAL RECORD CHECK  
1-888-QUERYPA (1-888-783-7972)**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

**TRY OUR WEBSITE FOR A QUICKER RESPONSE**  
**<https://epatch.state.pa.us>**

|                           |  |
|---------------------------|--|
| REQUESTER NAME            |  |
| ADDRESS                   |  |
| CITY/STATE/ZIP CODE       |  |
| TELEPHONE NO. (AREA CODE) |  |

|   |
|---|
| <b>FOR CENTRAL REPOSITORY USE ONLY<br/>CONTROL NUMBER</b>   |
| <b>AFTER COMPLETION MAIL TO:</b><br><b>PENNSYLVANIA STATE POLICE</b><br><b>CENTRAL REPOSITORY – 164</b><br><b>1800 ELMERTON AVENUE</b><br><b>HARRISBURG, PA 17110-9758</b>  |
| <b>DO NOT SEND CASH OR PERSONAL CHECK</b>   |
| <b>CHECK ONE BLOCK</b>  |
| <input type="checkbox"/> INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$8.00, PAYABLE TO: <b>“COMMONWEALTH OF PENNSYLVANIA”</b><br><b>THE FEE IS NONREFUNDABLE</b>            |
| <input type="checkbox"/> NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$13.00, PAYABLE TO: <b>“COMMONWEALTH OF PENNSYLVANIA”</b><br><b>THE FEE IS NONREFUNDABLE</b> |
| <input type="checkbox"/> FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE   |

|                                |                        |                            |     |      |
|--------------------------------|------------------------|----------------------------|-----|------|
| <b>SUBJECT OF RECORD CHECK</b> |                        |                            |     |      |
| (FIRST)                        | (MIDDLE)               | (LAST)                     |     |      |
| MAIDEN NAME AND/OR ALIASES     | SOCIAL SECURITY NUMBER | DATE OF BIRTH (MM/DD/YYYY) | SEX | RACE |

**The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only.**

**FEEES FOR REQUESTS - \$8.00. NOTARIZED FEE REQUESTS - \$13.00.**  
**\*\*\*MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA\*\*\***

|  |  |                                      |                                       |  |
|--|--|--------------------------------------|---------------------------------------|--|
| <b>REASON FOR REQUEST</b>  |  |                                      |                                       |  |
| ◀◀◀◀◀CHECK THE BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶   |  |                                      |                                       |  |
| <input type="checkbox"/> <b>INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$13.00 FOR REQUEST)</b> |  |                                      |                                       |  |
| <input type="checkbox"/> <b>ADOPTION (DOMESTIC)</b>  | <input type="checkbox"/> <b>EMPLOYMENT</b> | <input type="checkbox"/> <b>VISA</b> | <input type="checkbox"/> <b>OTHER</b> |  |

**WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.**