

Instructions for Completing the Pennsylvania State Police Background Check

A Pennsylvania State Police Background Check is required for the parent, legal guardian or caregiver to apply for the Safe Harbor Letter in Pennsylvania. The cost of obtaining this document is \$8 if you apply and pay with a credit card online and \$10 if you apply through the mail.

Please use the following instructions if you will be paying with a credit card online:

1. Visit <https://epatch.state.pa.us>.
2. Choose Submit a New Record Check (requires a credit card).
3. Review and accept the Terms and Conditions.
4. Select Individual Request.
5. Select Other as the reason for request, complete all required fields, and select Next.
6. Select Proceed if information is correct or Back if corrections are needed.
7. Complete all required fields (Note: You are entering your personal information again. You are doing a background check on yourself).
8. Select Enter the Request.
9. Ensure "View Queued Record Check Requests (1)" is stated, and select Finished.
10. Select Submit.
11. Enter credit card payment information, select Next.
12. Select Submit if information is correct or Back if corrections are needed.
13. Select Control # to display Background Check.
14. Select Certification Form.
15. **Print and Save** your Certification Form.
16. Note Invoice # for your records.

Please use the following instructions if you plan to apply through the mail (which may take four weeks or longer for a response):

1. Visit <https://epatch.state.pa.us>.
2. Choose Submit a New Record Check (requires a credit card).
3. Review section titled:
 - a. Individual Access and Review - requests by mail only. Fee \$10
4. Download the SP4-170 REQUEST FOR INDIVIDUAL ACCESS AND REVIEW form on this page under the "HELP" drop down menu.
5. Print and complete the SP4-170 REQUEST FOR INDIVIDUAL ACCESS AND REVIEW form.
6. Mail to address provided on SP4-170 REQUEST FOR INDIVIDUAL ACCESS AND REVIEW form with a certified check or money order for \$10 payable to "Commonwealth of Pennsylvania."