



STUDENT EMPLOYMENT OFFICE

# Pennsylvania State Police Check (PATCH) Instructions

## Notes:

- This is the Pennsylvania State Police (PATCH) check which can be processed online and the results are typically available immediately or within the same business day.
- If the results are not ready immediately, be sure to copy down the Control Number of your pending request. This, along with other personal information, is needed to obtain the results at a later time.
- There is a \$22.00 non-refundable fee for each request, regardless of the outcome.
  - This requires a credit card for payment.
  - Customers will be charged for misspelling, duplicate submissions and other user errors.

## Instructional Steps:

Go to: <https://epatch.state.pa.us/Home.jsp>

1. Click on **Submit a New Record Check**.
2. Accept the terms and conditions.
3. Select 'Individual Request' and then 'Continue'.
4. Enter your **Reason for Request**: Employment.
5. Enter your **personal information**: fill in the blanks (x2 screens).
6. Click on **Enter This Request**.
7. Click on **Finished** for one request.
8. A *Request Queue* screen will appear. Click on **Submit**.
9. Enter your personal **credit card** information and click **Submit**.
10. **Write down** your Control Number (needed if you return to check the status of your report).
11. Click on the **Control Number** hyperlink to view the details of the report.
12. Click on **Certificate Form** hyperlink.
13. **Print** the certificate. You may need to save it as a PDF file first and then print it.
14. **Submit, mail, or upload the** certificate to the following, based on your employment:
  - a. Athletic Camp Employees: Casey Stone/Athletics Department
  - b. All other Summer Student Employees: Belinda Conrad, Student Employment Office  
**In person:** Student Employment/Payroll Office, 1<sup>st</sup> Floor, Old Main  
**Via mail:** Messiah College, One College Ave, Suite 3010, Mechanicsburg, PA 17055  
**Or upload it as a PDF file via this secure link:**  
[http://www.messiah.edu/upload\\_stuempl](http://www.messiah.edu/upload_stuempl)