This document contains examples of the clearance results needed by the Office of Human Resources. They are each labeled at the top.

Important Things to Note:

- There are multiple types of acceptable documents for the PA Criminal Record Check (3 types) and the FBI Fingerprint Check (2 types). We only need one report of each clearance result.

- The PA Child Abuse Clearance Report will always be in the same format.

- These examples are clearance reports of people who did not have a record reported. If you have something on your record it will look slightly different. If you have a reported record, we will need to review the additional documentation that comes along with the report. If you are concerned about the results of your report, please feel free to contact Kristin Heasley at kheasley@sju.edu and schedule an appointment to review the records together. If not, you can turn them in and Kristin will contact you should there be a need for further information.
Pennsylvania State Police
1000 Elmorton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

Employee Name

Address

City, State, Zip

TELEPHONE Employee Telephone #

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: Employee Name
Date of Birth: Employee DOB
Social Security #: XXX-XX-Last 4
Sex: M or F
Race: Employee Race
Date of Request: 08/11/2015 10:29 AM
Purpose of Request: Employment

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

***HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R14474620***

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER 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:

Lieutenant Kevin J. Deskiewicz, Director
Criminal Records and Identification Division
Pennsylvania State Police

DISSEMINATED BY: SYSTEM
08/11/2015 10:31 AM
# Pennsylvania State Police PATCH
Invoice for Criminal Record Check

Generated on 08/11/2015 10:32 AM

<table>
<thead>
<tr>
<th>Control #f</th>
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Requested By

<table>
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<tr>
<th>Employee Name</th>
</tr>
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<tbody>
<tr>
<td>Address</td>
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<tr>
<td>City, State Zip</td>
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Subject

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<thead>
<tr>
<th>Subject Name: Employee Name</th>
<th>Status: No Record</th>
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<tbody>
<tr>
<td>Race: Race</td>
<td>Request Date: 08/11/2015 10:29 AM</td>
</tr>
<tr>
<td>Sex: M or F</td>
<td>Last Update Date: 08/11/2015 10:31 AM</td>
</tr>
<tr>
<td>Date of Birth: DoB</td>
<td></td>
</tr>
<tr>
<td>Alias/Maiden Name: If Applicable</td>
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Billing Information

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<tr>
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<tr>
<td>Fee: $8.00</td>
<td>Transaction ID: Assigned</td>
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<tr>
<td>Payment Method: Credit Card</td>
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</tbody>
</table>
Record Check Details

This screen displays the details of a particular record check request. The request process has been completed. You may now print the certification form for your records. Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice number hyperlink. To view/print the certification form for this request click on the Certification Form hyperlink.

Control # Assigned

Requested by Bernard Michael Brophy Jr.

| Subject Name: Employee Name | Status: No Record |
| Race: Race | Request Date: 04/23/2014 09:01 AM |
| Sex: M or F | Last Update Date: 04/23/2014 09:03 AM |
| Date of Birth: 02/22/1955 | Fee: $8.00 |
| Social Security #: Last 4 | Payment Method: Credit Card |
| Reason for Request: Employment | Invoice #: Assigned |

Certification Form
Employee Name
Address
City, State Zip

SSN: XXX-XX Last 4
TCN: Assigned 

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa C.S. Chapter 63). The following is the result of your federal criminal history background check as of Date.

X NO RECORD EXISTS

☐ RECORD EXISTS, but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.

☐ RECORD EXISTS, but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.

☐ DISQUALIFICATION – Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from one year following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Cindi E. Horshaw, Acting Bureau Director
Bureau of Policy, Programs and Operations
FBI Fingerprint Results (example 2)

CIVIL APPLICANT RESPONSE

ICN Assigned Employee Name
MNU CACG0092 3M COGENT
SOC XXX XX Last A Sex M or F
DUBLIN OH

Date of Birth

Date of Clearance

A SEARCH OF THE FINGERPRINTS ON THE ABOVE INDIVIDUAL HAS REVEALED NO PRIOR ARREST DATA.

Date of Clearance

FEDERAL BUREAU OF INVESTIGATION

*This is page 2 (sometimes on the back of) a letter.

3M COGENT
STE A
5025 BRADENTON AVE
DUBLIN, OH 43017
The above named person has applied for a Pennsylvania Child Abuse History Clearance pursuant to Chapter 63 of 23 Pa. Consolidated Statutes Annotated relating to the Child Protective Services Law. **NO RECORD EXISTS** in the Pennsylvania Department of Human Services' statewide Central Registry listing the applicant as a perpetrator of an Indicated or Founded report of child abuse or an Indicated or Founded report for school employees.

Applicants are required to show the Administrator the results of their Child Abuse History Clearance. Administrators are required to keep a copy of this Child Abuse History Clearance on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

**ISSUED BY** Commonwealth of Pennsylvania Department of Human Services CHILDLINE AND ABUSE REGISTRY ChildLine Verification Unit P.O. Box 8170 Harrisburg, PA 17105-8170 1-877-371-5422

**ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT**