

## PA State Police Request for Criminal Record Check Instructions

The PA Office of Long Term Living (OLTL), through Public Partnerships LLC (PPL) is required to request a criminal record check for all prospective Direct Care Workers (DCW) from the Pennsylvania State Police.

Please follow the instructions below to complete the Application.

1. Please print clearly and neatly in ink.
2. Address must be Applicant's current home address.
3. All information must be completed in full. This information must be provided to the best of your knowledge and belief.
4. Check "Employment" as the Reason for Request.

No check is required by either DCW or Common Law Employer (CLE). OLTL, through PPL is the requester and will pay for the criminal record check.

Please complete the form and return it to OLTL, through PPL.

REQUESTER NAME		ADDRESS		CITY/STATE/ ZIP CODE		TELEPHONE NO. (AREA CODE)	
Public Partnerships, LLC		7776 S Pointe Pkwy W, Suite 150		Phoenix AZ, 85044		602-324-5000	
<p>SP 4-164 (12-2017) PENNSYLVANIA STATE POLICE REQUEST FOR CRIMINAL RECORD CHECK 1-888-QUERYPA (1-888-783-7972)</p> <p>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.</p> <p>TRY OUR WEBSITE FOR A QUICKER RESPONSE <a href="https://enatch.state.pa.us">https://enatch.state.pa.us</a></p>							
FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER							
SUBJECT OF RECORD CHECK							
(FIRST)	(MIDDLE)	(LAST)					
MAIDEN NAME AND/OR ALIASES		SOCIAL SECURITY NUMBER		DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE	
<p>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.</p>							
<p>REASON FOR REQUEST</p> <p>◀◀◀◀CHECK THE BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶</p> <p><input type="checkbox"/> INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$27.00 FOR REQUEST)</p> <p><input type="checkbox"/> ADOPTION (DOMESTIC)    <input type="checkbox"/> EMPLOYMENT    <input type="checkbox"/> VISA    <input type="checkbox"/> OTHER</p>							
<p>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.</p> <p>Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919</p>							