

Pennsylvania State Clearance

<https://epatch.state.pa.us>

Follow these instructions to file for your Pennsylvania State Clearance using the website listed above:

1. Click on the gray "Submit a New Record Check"
2. Scroll down and click on "Accept"
3. Chose Individual Request and click on "Continue"
4. Enter all personal information and click on "Next"
5. Review information and click on "Proceed"
6. Enter your personal information and click on "Enter this Request"
7. Same screen will appear a second time in case you are completing for more than one person.
If you are not entering another person, click on "Finished"
8. Click on "Checkout"
9. Enter payment information and pay (\$22.00)
10. Always print the confirmation page and if available print your clearance
 - a. You should be able to print your clearance upon completion.
 - b. If a request goes "Under Review" or "Pending" it will be updated to the status of "No Record" or "Record" within two weeks. Please use the information from your confirmation page to check every few days until it is completed.

You can, at any time, check the status of a record by clicking on the blue "Check the Status of a Record Check". You will need the information listed below that you printed out when you filed for your clearance:

- Control number assigned upon registration
- Your name (exactly how you entered it upon submission)
- Date the request was submitted.