SP 4-170 (12-2017)

PENNSYLVANIA STATE POLICE

REQUEST FOR INDIVIDUAL ACCESS AND REVIEW

NOT FOR EMPLOYMENT PURPOSES

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 three months or longer.*

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	

FOR CENTRAL REPOSITORY USE ONLY
CONTROL NUMBER

AFTER COMPLETION MAIL TO:

PENNSYLVANIA STATE POLICE
CENTRAL REPOSITORY – RCPU
1800 ELMERTON AVENUE
HARRISBURG, PA 17110-9758

ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF $20.00, PAYABLE TO: "*COMMONWEALTH OF PENNSYLVANIA*"

THE FEE IS NONREFUNDABLE
DO NOT SEND CASH OR PERSONAL CHECK

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

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NAME/SUBJECT OF RECORD CHECK (FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	**SOCIAL SECURITY NUMBER**	**DATE OF BIRTH (MM/DD/YYYY)**	**SEX**	**RACE**

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.* Questions concerning the expungement process must be directed to the court of jurisdiction.

Questions? *Visit https://epatch.state.pa.us or*
call 1-888-QUERYPA (1-888-783-7972), option 2

ACCESS & REVIEW - NOT FOR EMPLOYMENT PURPOSES.AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE

MUST BE MAILED INTO THE CENTRAL REPOSITORY WITH THE FOLLOWING:

- COPY OF GOVERNMENT ISSUED PHOTO ID FOR SUBJECT
- LEGAL AFFIDAVIT OR LETTER OF REPRESENTATION (IF APPLICABLE)
- CERTIFIED CHECK OR MONEY ORDER FOR $20.00

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.

Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919