

1) Pennsylvania State Police Request for Criminal Record Check (\$8.00)

- Go to <https://epatch.state.pa.us>
- Click on Submit a New Record Check
- Accept Terms & Conditions for the use of Patch by clicking at the bottom of the page
- Complete Personal Information – all red** must be completed. Then click next
- Verify information by clicking on Proceed
- Complete fields then click on Enter this Request
- View queued record check request
- Click Finish
- Click Submit
- Enter credit card information
- Click Submit

2) FBI Fingerprint (\$25.75)

- Go to www.pa.cogentid.com
- Click on Dept of Human Services
- Click on Register Online
- Complete all and click next on bottom of page
- Review
- Click Next
- Enter credit card information
- Click on Pay

3) PA Child Abuse History Clearance (\$8.00)

- Go to www.compass.state.pa.us/cwis
- Create individual account

4) New York State

Send letter to: New York Office of Children & Family Services
P.O. Box 4480
Albany, NY 12204-0480

To Whom It May Concern:

I am requesting information from the New York State Central Register regarding any current or past investigations I may have against me. My DOB is _____, my SS# is _____, former names are _____ and my address is _____.

Please forward any correspondence to me at: your name and mailing address

Thank you for your help in this matter.

Sincerely,