



INSTRUCTIONS FOR FILING AN APPLICATION

SECTION 1. Party Applying for Access:

Clearly print your name. Your telephone number is needed in case there are any questions about your application. If there are any changes in the operation of the 900 number, having your telephone number will enable the Administrative Office of Pennsylvania Courts to contact you concerning the changes. If you do not have a home telephone number, leave the space blank. Your date of birth is needed to confirm your identity.

Select a Personal Identification Number (PIN). It must be four numbers. Letters cannot be used. The PIN along with your social security number will enable you to access criminal charge information. You should not share your PIN with anyone.

On this application dates should be written using 2 digits for month, 2 digits for day and 4 digits for year.
Example: 02/12/1995.

SECTION 2. Custody Case Identification:

If you do not have the filing date or docket number for your custody case, this information is available at the Prothonotary's Office in the county where your case is filed.

SECTION 3. Address of Party Applying:

Your address is needed in case there are any questions about your application and the Prothonotary needs to contact you.

SECTION 4. Other Party Identification:

Clearly print the other party's name. The information in this section is needed to access criminal charge information about the other party involved in the custody case. Complete information will make it more likely that records can be matched if charges have been filed. At least two of the three items are needed.

SECTION 5. Birth Dates of Children in this Custody Case:

Please give the birth dates of all children involved in the custody case. The youngest child's birth date should be written in the first box.

SECTION 6. TTY or TDD Users:

If you use a TTY or TDD, please place a check (✓) in the box. You will receive additional information on the telephone number to use to access the Jen & Dave Line. Skip this section, if it does not apply to you.

SECTION 7. Verification/Confidentiality Statement:

Please print your name clearly. Sign and date this statement.

SECTION 8. 900 Number Disclosure Statement:

You will be billed for calls to the 900 number. Sign and date this statement. If you are less than 18 years of age, the parent or guardian who will be responsible for payment of the telephone charges must sign and date this statement.