

PENNSYLVANIA EXPUNGEMENT APPLICATION PROCESS:

- 1) Request an Individual Access and Review Background Check using Form SP 4-170 below:

Download the Individual Access and Review Request Form – SP4-170 (Updated 12/2020) by clicking on the following link or entering the address into your browser.

epatch.pa.gov

- 2) Form SP4-170 must be mailed to the Central Repository at the address below:

*Pennsylvania State Police
Central Repository – RCP
1800 Elmerton Avenue
Harrisburg, PA 17110-9758*

Include the following with Form SPR-170:

Certified check or money order in the amount of \$20.00, payable to:
"Commonwealth of Pennsylvania"

Copy of government issued photo ID for subject

Legal affidavit or letter of representation (if applicable)

- 3) You will receive your full arrest record via mail from the Central Repository. After receiving your record, you may then follow up with the Clerk of Courts Office in the county where your arrest took place for further instructions on how to proceed with petitioning the court for expungement.
- 4) After the Pennsylvania State Police receive the court order for expungement from the Clerk of Courts signed by a Commonwealth Court Judge, the record will be expunged.
- 5) All expungement petitions are required to be filed with the Clerk of Courts within 60 days of the date on the Access and Review Background Check.

Updated: 01/01/2024

**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 take three months or longer.

FOR CENTRAL REPOSITORY USE ONLY CONTROL NUMBER
AFTER COMPLETION MAIL TO: PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY – RCP 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

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

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

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.pa.gov> or call
1-888-QUERYPA (1-888-783-7972)**

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

MUST BE MAILED TO 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 IN THE AMOUNT OF \$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.