



The Pennsylvania Department of Banking and Securities ("the Department") regulates the financial service industry in Pennsylvania and requires license applicant(s) to complete a Pennsylvania State Police criminal background history check and an FBI Fingerprint Check when applying for licensure.

Please review the following requirements and conditions for the Pennsylvania Check:

1. Each applicant or control person listed on the license application must complete an online criminal background history check using the Pennsylvania Access to Criminal History (PATCH) located at <https://epatch.pa.gov>
2. **ALL CRIMINAL HISTORY REQUESTS MUST BE DATED WITHIN 30 DAYS OF SUBMISSION OF THE APPLICATION**
3. Cost of the online criminal background history check is \$22.00 for each request and is payable through PATCH by credit card.
4. Please select **Company Request** under Requestor Details
5. When completing the application, the "Personal Information" section of the PATCH application **must** contain identifying information for the Department. Below is the information that **must** be entered in the **"Company Contact Details"** section of the PATCH application:

Reason for Request: Employment
Company Name: PADOBS
Company Address Line 1: Market Square Plaza
Company Address Line 2: 17 N 2nd St Ste 1300
City: Harrisburg
State: PA
Zip: 17101
Phone Number: (717) 787-3717

Below is the information that **must** be entered in the **"Company Contact Details"** section of the PATCH application:

First Name: NonDepository
Last Name: Licensing
Email Address: RA-AskLicensing@pa.gov

After completing the "Personal Information" section of the PATCH application, navigate to the "Record Check Request Form" section of the application and enter the information of the applicant or control person. Although not required by PATCH, **it is a requirement of the Department to provide your Social Security number in the "Record Check Request Form" section of the application.**

6. **After making payment for the criminal background history check, you will be provided with a "Request Results" page which must be printed and provided to the Department to verify the background history check was completed and to track the results of ALL responses.** The "Request Results" page will contain your First and Last name as you typed them into the system, the date that you submitted the request and a control number.

Third Party Investigatory Background Checks: Each control person (including the qualifying individual) **who does not or has not resided in the US for the last 5 years** must provide an **investigative background report**. The report must be prepared by an acceptable search firm and submitted directly to the Department in addition to other background information required in the application. At a minimum, the report must contain the following:

- A comprehensive credit report/history
- Civil court and bankruptcy court records for the past 5 years, including a search of the court data in the country(ies), states, towns where the individual resided and worked and in contiguous areas
- Criminal records for the past 5 years, including felonies, misdemeanors and violations including a search of court data in the countries, states, towns where the individual resided and worked and in contiguous areas.