



THE PHILADELPHIA
REENTRY COALITION

How can I see what's on my criminal record in Pennsylvania?

Knowing what is and isn't on your record can be critical for housing, employment, and other opportunities. Landlords and employers (other than those that require FBI checks) should not be able to see any expunged or sealed records. Use the tools below to access your record and check its accuracy:

ONLINE

Through PA court system (free):

1. Go to <https://ujportal.pacourts.us/CaseSearch>
2. For "Search Type" select "Participant Name" then fill in your name and the county where you remember being arrested.

Through Community Legal Services' Tool (free):

1. Go to <https://mycleanslatepa.com>
2. Fill out the short form to locate the record or scroll down the page to access self-help tools.

Through PA state police:

You may also request your individual Access and Review Criminal Record Check (SP4-170) online from the Pennsylvania State Police's PATCH site for \$22. An Access & Review is the most complete and comprehensive record you can get, as it includes dropped charges, juvenile cases, and sealed cases.

To see what is on your public-facing State Police record, you can request a PATCH report:

1. Go to <https://epatch.state.pa.us/Home.jsp> and select the Submit New Record Check box.
2. Be prepared to fill out the required fields: Name, Address, Telephone, Email (to receive information), Reason For Request (select from the drop down list), and Date of Birth. You will also need a Visa, Discover, Master Card, or American Express to complete payment.
3. Once you've requested the record, write down the Control Number and the Request Date. These will be required in order to check on the status of a record check.
4. Check back regularly. PATCH will show a No Record status if there are no records found for the request. A Request Under Review response does not indicate a criminal record.
5. For assistance or any questions, call PATCH Helpdesk: 888-783-7972

AT THE COURTHOUSE

For Philadelphia cases you can go to 1301 Filbert Street (CJC) and visit room 310. Ask for a copy of your "secure court summary" or criminal record. You should expect to pay .25 cents per page.

If you plan to apply for a pardon, you can let the people working in the record room know that and they will help you collect the other important information.

MAIL ORDER

You may also order your record through the mail using an individual Access and Review Criminal Record Check (SP4-170) form from the Pennsylvania State Police. You must include a copy of a government issued photo ID and a certified check or money order in the amount of \$20.

For more information, [click here](#) to visit the Pennsylvania State Police website and access SP4-170 document under the Help tab at the top of the page. Your local police station may also have hard copies of the form.

How can I read my record?

Through the PA court system, your cases will be listed by case number. The Court Summary should list your entire record history, and each case has its own Docket Sheet with more details. Go to <https://bit.ly/3skG2IA> for an example Court Summary from PLSE.

The Disposition Column on the far right of the Court Summary will explain if you were convicted or not.

Non-Conviction/Dismissed Charge:

These mean you were not convicted. Certain charges will be automatically sealed (record hidden from public view), but all charges are eligible for expungement (record destroyed completely), no matter what else is on your record.

- Not Guilty
- Dismissed
- Nolle Prossed
- Withdrawn
- Judgement of Acquittal
- Quashed

Special Diversion Program

After completing the diversion program, you may be able to expunge the case from your record by filing a petition in court.

- ARD
- PWOV
- Section 17

Conviction

These mean you were convicted. You may be able to seal them after a certain amount of time. Convictions can only be expunged in certain circumstances: if they are for summary offenses, you are 70 or older, or you have received a pardon from the Governor.

- Guilty
- Guilty Plea
- Nolo Contendere

Make sure to check for any mistakes on the record. Go to <https://mycleanslatepa.com> for a more comprehensive guide to reading the court document, checking if you owe restitution, and understanding convictions eligible for sealing.

Where can I get help?

- **Philadelphia Lawyers for Social Equity (PLSE):** Go to <https://www.plsephilly.org> to sign up for a phone conference, call (267) 519-5323 and leave a message, or email info@plsephilly.org in English/en Español.
- **Community Legal Services:** Call (215) 981-3700, leave a message and an advocate will return your call. Go to <https://clsphila.org> for more information.
- **Self-Help:** FindLaw's [How to Expunge A Criminal Record in Philadelphia](#)

Note: The information provided is not intended to and does not constitute legal advice. Information adapted from Philadelphia Lawyers for Social Equity and Community Legal Services.