

How to Check Whether Your Record Was Sealed in Pennsylvania

A GUIDE FROM THE CLEAN SLATE INITIATIVE

**Disclaimer: This information is provided for general educational and informational purposes only. It is not legal advice and should not be relied upon as legal advice. Viewing this document or contacting CSI does not create an attorney-client relationship. The information summarizes the process for requesting and reviewing your criminal record and may not reflect all exceptions, local procedures, fees, or recent changes in agency policies. If you need legal advice about your particular situation, you should consult a licensed attorney or qualified legal services provider in your state.*

If you think your record may have been affected by Pennsylvania's Clean Slate law, follow the steps below. Each step helps you learn more about your record and whether it may have been sealed.



WHERE SHOULD I START?

If You Want To	→	Start Here
Learn what record relief options may apply to your record.	1.	<u>Step 1:</u> Community Legal Services Screener. (See Page 2)
Request a copy of your complete Pennsylvania court record.	2.	<u>Step 2:</u> Visit a Pennsylvania Clerk of Courts. (See Page 3)
Request your complete Pennsylvania State Police criminal history record.	3.	<u>Step 3:</u> Access and Review Record (See Page 4)

STEP 1

Use the Community Legal Services Screener (Free)



Community Legal Services (CLS) offers a free online tool that helps people understand whether they may be eligible for Clean Slate record sealing (called "limited access") or expungement.

Disclaimer: The Community Legal Services screener is a public educational resource. CSI does not maintain or verify the accuracy of the screener's results. The tool provides an estimate of potential eligibility based on the information you enter and should not be relied upon as legal advice or an official determination of record status.

HOW TO USE THE SCREENER

1. Visit the [Community Legal Services Clean Slate Screener](#).
2. Fill out the form using your full name and other required information.
3. The Clean Slate Screener will use the information you provide to find and show you your public, Pennsylvania criminal record.
4. Fill out the form using your full name and other required information.



Cost: Free



Processing Time: Up to 24 Hours. Please do not sign up again until you have received a response email.



Why Start Here? The screener helps you understand what is on your record, whether you may qualify for Clean Slate or other record relief, and what next steps you should take.

While it cannot confirm that your record has already been sealed, it can help you understand your options before reviewing your official records.

Be sure to enter the name and date of birth that should appear on your records. Because this is a public records search, if you do not see a record you expected to find, it may have been sealed through Clean Slate. Follow the steps below to confirm whether your record has been sealed.

STEP 2

Request Your Court Record from the Clerk of Courts



You may request a copy of your statewide criminal court record from any county Clerk of Courts, which can provide records for cases filed across Pennsylvania.



HOW TO REQUEST YOUR RECORD

1. Contact or visit a Clerk of Courts office in any county. A list of Clerks of Courts is available online at pacourts.us.
2. Request a copy of your complete “Court Summary” (your criminal court record), including limited access (sealed) records.
3. Some counties may allow online or mailed requests, while others require requests to be made in person with a valid id.



Cost: Varies by county. Some counties charge \$3.00 or provide the record free of charge.



Processing Time: Varies by county. May be provided immediately upon request.



What to Look For: Your court record can help you verify the charges filed in your case, the final disposition, and whether the court record indicates that a case has been sealed or designated as limited access. Limited access (sealed) records are marked with a lock icon. Procedures and the information provided may vary by county.

STEP 3

Request Your Official Pennsylvania State Police Criminal History Record



An "Access and Review" is a report created by the Pennsylvania State Police of an individual's entire criminal record. It includes convictions as well as all non-convictions and sealed records. Any individual is permitted to request their own entire criminal record history.

HOW TO REQUEST YOUR RECORD

1. Complete the SP4-170 "Access and Review" form.
2. Include a copy of the front and back of your valid government-issued photo identification.
3. Include a certified check or money order for the required fee (\$20).
4. Mail your request to:
**Pennsylvania State Police
Central Repository – RCPU
1800 Elmerton Avenue
Harrisburg, PA 17110-9758**



Cost: \$20



Processing Time: Varies, but may take at least a few months.



What to Look For: This is the official Pennsylvania State Police criminal history record and a reliable way to view your complete record, including records that have been sealed. If the Pennsylvania State Police has verified that a record has been sealed, it will be marked "Limited Access."

- Do you see any records marked "Limited Access"? If so, that means the record has been sealed. Congratulations!
- Are all of your cases listed on the record?
- Are the charges and case outcomes accurate?



Important Note: This option is available only to people requesting their own criminal history record.

HOW DO I KNOW WHETHER MY RECORD WAS SEALED?

After completing the steps above:

Record

SEALED

If your complete court summary record or Pennsylvania State Police access and review record identifies a case as "Limited Access," that means the record has been sealed and is no longer available to the general public.

CONGRATULATIONS!

If a case no longer appears on the Community Legal Services Screener output, it may have been sealed or removed from public view.

If the information across your records does not match or you are unsure how to interpret what you find, seek legal help. Visit palawhelp.org/find-legal-help. Enter the location where you were arrested, choose "Employment" as your legal topic, and then choose "Criminal Records Expungement, Record Sealing and Pardons."



Other Record Access Options in Pennsylvania

The resources below search the same public information used by the Community Legal Services Screener. Most people will not need to use them unless they would like to verify the information shown in the screener.

Another Option to Check Your Court Records (Free)

The Unified Judicial System (UJS) of Pennsylvania portal allows you to review public court records at no cost.

HOW TO SEARCH

1. Visit the [Unified Judicial System of Pennsylvania Case Search](#).
2. Apply filters as needed to narrow your search.
3. Review available public case information online.



 **Cost:** Free

 **Processing Time:** Results are available immediately.

 **What to Look For:** The UJS Case Search provides public court records only. It is not your complete criminal history.

If a case you expected to see does not appear in the public court search, it may have been sealed or removed from public view. Follow the steps above to verify.

Check Your Public Criminal History

The Pennsylvania Access to Criminal History (PATCH) system lets you search the public criminal history information maintained by the Pennsylvania State Police.

HOW TO SEARCH

1. Visit the [PATCH website](#).
2. Search using your name and date of birth.
3. You may enter your Social Security number to improve search accuracy.
4. Pay the required search fee.
5. Review your results online.



 **Cost:** \$22 Per Search

 **Processing Time:** Results are generally available immediately if no record is found. If a record is found, processing may take longer.

 **What to Look For:** PATCH only shows public criminal history information. It is not your complete criminal history record.

If a record does not appear in PATCH but you expected it to, it may have been sealed or removed from public view. Follow the steps above to verify.