

BOROUGH OF ROCHESTER
350 ADAMS STREET
ROCHESTER, PA 15074
724-775-1200 phone
724-775-7020 fax

APPLICATION FOR PEDDLING, CANVASSING OR SOLICITING PERMIT

DATE _____ NAME _____

ADDRESS _____

SOCIAL SECURITY NUMBER _____

DATE OF BIRTH _____

PHONE - HOME AND BUSINESS _____

DRIVERS LICENSE # _____ EXPIRATION DATE _____

NAME AND ADDRESS OF EMPLOYER _____

NATURE OF WORK FOR WHICH APPLICATION IS SUBMITTED _____

TYPE OF GOODS OR MERCHANDISE TO BE SOLD _____

LENGTH OF TIME FOR WHICH PERMIT IS DESIRED :

FROM _____ TO _____

WILL APPLICANT OR ASSISTANTS MAKE USE OF ANY MOTOR VEHICLE
IN THE PERFORMANCE OF THE WORK COVERED BY THIS APPLICATION?

YES or NO

IF YES, MAKE OF CAR _____ MODEL _____ YEAR _____

DRIVERS LICENSE NUMBER _____

NAME OF OWNER OF VEHICLE _____

HAS THE APPLICANT OR ANY OF HIS ASSISTANT'S EVER BEEN CONVICTED OF ANY CRIME?

GIVE COMPLETE DETAILS AS TO WHEN, WHERE, NATURE OF OFFENSE AND SENTENCE

I HEREBY MAKE APPLICATION FOR A PERMIT AS REQUIRED BY ORDINANCE 941 OF THE BOROUGH OF ROCHESTER AND DO HEREBY STATE THAT ALL INFORMATION SET FORTH ON THIS APPLICATION IS TRUE AND CORRECT. I DO FURTHER AGREE TO COMPLY WITH ALL THE PROVISIONS OF THE AFORESAID ORDINANCE.

APPLICANTS SIGNATURE _____

PATCH clearance YES or NO

POLICE DEPARTMENT SIGNATURE _____

BOROUGH SIGNATURE _____

PERMIT # _____

FEE PAID \$ _____ **Check #** _____ **Cash or Money order**

DATE ISSUED _____

FEE PER DAY \$ 15.00
FEE PER WEEK \$ 25.00
FEE PER MONTH \$ 75.00

Solicitation days and hours: Monday through Saturday 9:00 am – 5:00 pm
No solicitation on Sundays

Why does PATCH exist?

Its purpose is to better enable the public to obtain criminal history record checks. The repository was created and is maintained in accordance with Pennsylvania's Criminal History Information Act contained in Chapter 91 of Title 18, Crimes Code. This Act also directs the Pennsylvania State Police (PSP) to disseminate criminal history data to criminal justice agencies, non-criminal justice agencies and individuals on request. Criminal justice agencies can access all of an individual's criminal history record information (CHRI). Requests made by noncriminal justice agencies and individuals are subject to edit criteria contained in the law.



Dispositions

Dispositions on most criminal cases can be accessed by reviewing court docket sheets located at the Pennsylvania Judiciary web portal site: <http://ujportal.pacourts.us/DocketSheets.aspx> Clicking the "HELP" link on this page will provide information as to how to access the public docket sheets. However, public docket sheet information should not be used in place of a criminal history background check, which can only be provided by the Pennsylvania State Police.

Browser Requirements

The recommended web browsers for this site are **Microsoft Internet Explorer** 6.x-9.x using a 32 bit or 64 bit browser. **All other web browsers or versions (such as Microsoft Internet Explorer 10 and above, Firefox, Google Chrome, Opera and Safari) are not supported.** Web browsers need to accept cookies and have scripting enabled. Ensure that pop-up blockers are disabled.

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

Terms and Conditions for the use of PATCH

Please read the following terms and conditions for the use of the PATCH application and click the accept button to proceed.

The PATCH web site is available for registered and non-registered users wishing to acquire criminal history information on individuals. Users must agree to abide by all sections of the Criminal History Record Information Act and all terms stated forthwith.

There is a \$10.00 non-refundable fee for each request, regardless of outcome. Payment is accepted by credit card or by billing a pre-established account. Customers will be charged for misspelling, duplicate submissions and other user errors. There is an additional \$5.00 non-refundable fee for a notarized copy.

Individual Access and Review

An Individual Access and Review Record Check is only available to the subject of the record or their legal representative with a legal affidavit attached. Any individual who wishes to obtain an Individual Access and Review Criminal History per 18 Pa C.S. 9152 shall submit form SP4-164, "**REQUEST FOR CRIMINAL RECORD CHECK**", SP4-164, by mail to the Pennsylvania State Police Central Repository. Proper identification **MUST** be submitted with the **REQUEST FOR CRIMINAL RECORD CHECK** and the required \$10.00 fee. The only identification that will be accepted is a photocopy of a valid Government issued identification with a current address. The following identification will be accepted; State issued Driver's License, State issued Photo identification Card, Department of Corrections' identification cards, Passport, United States Military identification. If the Government issued identification does not show a current address a copy of the following items will be accepted. A utility bill dated within 60 days of the request. A deed, a mortgage or a residential rental/lease agreement. A current home owner's insurance policy. If you do not have any of the above listed items please contact PATCH at 1-888-783-7972 and select option 5. The SP4-164 form may be downloaded from the home page of this web site under the "HELP" drop down menu.

Expungement

Requesters, who desire a Criminal History for an **EXPUNGEMENT** process, should contact the County Court to determine if an Individual Access and Review is needed. The Individual Access and Review will provide the requester with an entire criminal history, including non-conviction data, which many courts are requiring for an **EXPUNGEMENT** of a criminal record.

Notarized Copy of a Criminal Record Check

Requesters desiring a **notarized copy** of a Criminal History Record Check must send their request via a mailed SP4-164 Form along with a \$15.00 money order payable to the Commonwealth of PA, \$10.00 for the Criminal History Record Check and \$5.00 for the Notary Fee. Requestors should attach a written request indicating that notarization is needed. The SP4-164 Form may be printed from this website under the Help tab. Send the SP4-164, request and money order to the address listed on the form.

Notarized copies of a Criminal Record Check are authorized for certain types of requests: **1.** Employment outside of the United States **2.** International Adoption **3.** Visa **4.** Citizenship **5.** Other-Special Circumstances. Any request for a notarized copy that is not listed above may be returned to the requestor for clarification.

All customers must have a valid email address in order to receive vital information from the PATCH administrators. Businesses may apply for a PATCH account. If a business customer application is approved, an account will be established and a user name and password will be emailed to the customer. All registered users are responsible for the security of their user identification and password. It is also the responsibility of the registered user to maintain accurate information in PATCH relating to their account. If you have selected paperless billing and 30 days have elapsed since the last billing cycle, please contact PATCH Accounting at 1-888-783-7972 and select option 6.

Registered users are billed on a monthly basis and agree to pay the total balance due within thirty days to remain active on PATCH. A remittance must accompany all checks to PATCH, or the company PATCH account number must be noted on the check. Checks received without the remittance form, or the PATCH account number on the check will be returned to the address listed on the check without being applied to the PATCH account. Accounts that have an overdue balance of more than thirty days will be placed on hold until the overdue balance is received.

Organizations that are designated fee-exempt in accordance with Section 9121 (b) (1) and (b.1) of the Pennsylvania Criminal History Information Act are exempt from payment. Any organization that requests a notarized copy of a criminal history must pay the \$5.00 notary fee; there is no exemption for the notary fee.

All billing discrepancies must be brought to the attention of the Pennsylvania State Police, in writing, within 30 days of the statement. The letter shall include the company account number, contact person, contact telephone number and a detailed description of the discrepancy. The letter shall be mailed to Pennsylvania State Police, P. O. Box 62041, Harrisburg, Pennsylvania 17106-2041

The Pennsylvania State Police response is based on requester-information and includes fingerprint supported data exclusively from the State Police Central Repository. It does not preclude the existence of criminal records, which might be contained in the repositories of other local, state or federal criminal justice agencies.

Users should consult state and federal laws before using this information in making decisions. Section 9125 (a) of the Pennsylvania Criminal History Information Act provides that whenever an employer is in receipt of information which is part of an employment applicant's criminal history record information file, it may use that information for the purpose of deciding whether or not to hire the applicant, only in accordance with this section. Section 9125 (b) governs the use of information. Felony and misdemeanor convictions may be considered by the employer only to the extent to which they relate to the applicant's suitability for employment in the position for which he/she has applied. Section 9125 (c) provides that the employer shall notify in writing the applicant if the decision not to hire the applicant is based in whole or in part on the criminal history record information.

The following criminal history information will be released by the Pennsylvania State Police Central Repository upon proper request:

1. All convictions.
2. All charges that are less than three years from the date of arrest and the Central Repository has not received a disposition.
3. All charges for which a warrant of arrest has been issued and the Central Repository has been notified of such warrant.

It is the responsibility of both registered and non registered users to obtain the assigned control number at the time requests are submitted. Immediately after submission of the requests one of the following status will be assigned to the request:

1. **No Record:** If this status is assigned to the request it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified no record form will be displayed in PDF format. This form should be printed.
2. **Request Under Review:** If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request. A status of "Request Under Review", will result in one of the following final status:
 - **No Record: Follow the instructions above for a no record response.**
 - **Record: Indicates the person has a record and a record response has been mailed to the address provided.**
3. **Pending:** This status is occasionally assigned when traffic is extremely heavy and requires the user to check back at a later time. A request should not remain in pending status for more than 24 hours. If a request remains in pending status for more than 24 hours call the PATCH Help Line toll-free at 1-888-QUERY-PA (1-888-783-7972).

Pennsylvania State Police Notary Policy

Criminal history responses requiring notarization can only be notarized by a Pennsylvania State Police notary. The notary seal is considered valid at the time of notarization. Should proof of the notary public's appointment be required, please contact the Secretary of the Commonwealth via mail at 210 North Office Building, Harrisburg, PA 17120 or by telephone at (717) 787-5280.

Notary Public reappointment occurs 2 to 3 months prior to expiration of their commission. If the expiration of the notary's commission interferes with the process in which you require a notarized criminal history response, it will be necessary for you to submit a new request for criminal history record check.