

PROCESS TO OBTAIN RECORDS AND LETTERS FOR CRIMINAL HISTORY

1. **Pennsylvania State Police Request for Criminal Record Check:**
 - Obtain a Request Form from either Belmont (2201 Belmont Ave., 215-560-6200) or Neshaminy (3701 Old Trevoise Rd., 215-942-3900) State Police Barracks- this form will be dated and stamped.
 - Complete Part I of the PSP.
 - Attach a \$10.00 money order or certified check.
 - Mail to Pennsylvania State Police Repository in Harrisburg.

2. If an incident occurred outside Pennsylvania, the appropriate State Police will need to be contacted for retrieval of official police records. Both Pennsylvania State Police and the state in which the infraction occurred will be required.

3. Police Criminal Record Attachment (rap sheet) will be returned to you within three to four weeks from Harrisburg State Police repository and will be attached to the PSP Request Form.

4. **Court Documents:**
 - Go to Clerk of Quarter Sessions in Room 310 of the new Criminal Justice Building at 1301 Filbert Street.
 - A clerk can be contacted at 215-683-7706.
 - The clerk will need court codes/numbers to retrieve your court proceedings (a fee is charged for this retrieval)
 - Municipal Court, Family Court Division, and Trial Division/Criminal Section- you must know which court to obtain the appropriate documents.
 - **THE COURT DOCUMENTS MUST INCLUDE THE BEHAVIOR THAT LED TO YOUR ARREST AND THE OUTCOME OF YOUR TRIAL, INCLUDING THE SENTENCE.**
 - * *Cases outside Philadelphia will need the appropriate court system contacted for procurement of records.*
 - * *All court documents will need to be the official sealed transcript, notarized by the recognized court clerk.*

5. If you are on probation or parole, go to the Adult Probation and Parole Department at 1401 Arch Street, 13th Floor, to obtain a letter of recommendation from parole officer for EMS testing consideration.
 - * *If you are on probation outside of Philadelphia, a letter from that jurisdiction with appropriate dates will be required.*

6. Once all records and letters are retrieved, they must be delivered to the Philadelphia Regional EMS office, Fire Administration Building, 240 Spring Garden Street for review and forwarding to the Pennsylvania Department of Health for determination of EMT eligibility.

**YOUR HONESTY IS IMPERATIVE FOR THE APPROVAL PROCESS!
Call Regional EMS for additional information and guidance.**