

# PETITION FOR LIMITED ACCESS

“Clean Slate”

## Instructional checklist

### Section 1 – Pennsylvania State Police Criminal History

**Step 1 Pennsylvania State Police Criminal History Record**

Obtain a Pennsylvania State Police Criminal History Record by doing one of the following:

- **Online Request**

<https://epatch.pa.gov/home>

or

- **Submit a Request Form**

Complete [Criminal History Request Form](#)

Obtain money order or Certified check payable to Commonwealth of Pennsylvania. For current fee see <https://www.psp.pa.gov>

Mail Completed Form and money order or certified check to:  
Pennsylvania State Police Central Repository - 164  
1800 Elmerton Avenue  
Harrisburg, PA 17110-9758

**NOTE:** the above information is subject to change please verify by going to the following website.

<https://www.psp.pa.gov>

Date requested \_\_\_\_\_ Date received \_\_\_\_\_

**Step 2 Photocopy**

- Make three (3) copies of your Criminal History Record

### Section 2 - Form preparation

**Step 1 Form preparation**

- Complete and print the following forms

[Petition for Limited Access Pursuant to Pa.R.Crim.P. 791](#)

[Certificate of Service](#)

**Step 2 Signature**

- Sign and date the Petition and the Certificate of Service from Step 1 Form preparation that requires your signature

**Step 3 Photocopies**

- Make three (3) copies of the signed and dated Petition and Certificate of Service

**Step 4 Packet assembly**

- Assemble into four (4) packets:
  - One (1) packet for the Clerk of Judicial Records-Criminal containing the following completed forms and documents:
    - Original Petition
    - Original Certificate of Service
    - Original Pennsylvania Criminal History Record
  - One (1) packet to be served on the Court Administration Office, one (1) packet to be served on the District Attorney's Office and one (1) packet for your records containing the following completed forms and documents:
    - Photocopy of Petition
    - Photocopy of Certificate of Service
    - Photocopy of Pennsylvania Criminal History Record

**Section 3 - Filing and Serving**

**Step 1 - Filing**

- Take the following items to the Clerk of Judicial Records-Criminal office located in room 122 of Lehigh County Courthouse:
  - All four (4) completed packets from Section 2-Form Preparation step 4
  - Cash, check made payable to County of Lehigh or a money order  
For current Filing Fees see <http://www.lccpa.org/criminal/CriminalCourtFees.pdf>
  - One (1) Self-addressed stamped envelope

**NOTE:** If you change your address after filing the motion, be sure to provide written notification of your new address.

**Step 2 – Serving**

**Date Served** \_\_\_\_\_

- The easiest way to serve the District Attorney's Office and the Court Administration Office is to hand deliver to them while you are still at the Courthouse:
  - Hand deliver the time-stamped packet to the District Attorney's Office
  - Then hand deliver the other time-stamped packet to the Court Administrator's Office, or
- You may mail each to the address provided on the Certificate of Service