

Request for Criminal History Background Check Online Required for all Students entering a Clinical Course

- Go to www.psp.state.pa.us
- Under *PSP Services*, click on Criminal History Request online.
- Click on Submit a new record check.
- Have a credit card number ready to input. The charge is \$10.00.
- Complete all screens with required information (all lines with asterisk * must be completed).
- When you view the screen with the search results, write down your control number before you go to the next screen.
- Click on the control number provided.
- Click on the blue *Certificate Form* link to view the certificate.
- Print two of the certification forms. Keep one in your files for future reference, and provide one to the Office of Admission. Mail to:

**Office of Admission
Lancaster General College of Nursing
& Health Sciences
410 North Lime Street
Lancaster, PA 17602**