

# CRIMINAL HISTORY RECORD INFORMATION

## NOTICE OF DISSEMINATION

THE MAHONING TOWNSHIP POLICE DEPARTMENT MAINTAINS CRIMINAL HISTORY RECORD INFORMATION ON ALL INDIVIDUALS WHO HAVE BEEN ARRESTED BY THE MAHONING TOWNSHIP POLICE FOR A CRIME AND SUBSEQUENTLY FINGERPRINTED AS A RESULT OF SUCH ARREST.

CRIMINAL HISTORY RECORD INFORMATION IS MAINTAINED TO PROVIDE CRIMINAL JUSTICE AGENCIES AND OTHER INTERESTED PERSONS WITH A CHRONOLOGICAL LISTING OF PAST CRIMINAL BEHAVIOR OF PERSONS FINGERPRINTED AS A RESULT OF AN ARREST.

CRIMINAL HISTORY RECORD INFORMATION IS USED BY CRIMINAL JUSTICE AGENCIES AS AN INVESTIGATIVE AID IN CRIMINAL INVESTIGATIONS. CRIMINAL HISTORY RECORD INFORMATION MAY BE USED BY EMPLOYERS IN DETERMINING THE SUITABILITY OF APPLICANTS.

CRIMINAL HISTORY RECORD INFORMATION MAY BE USED BY BOARDS, COMMISSIONS OR DEPARTMENTS OF THE COMMONWEALTH AUTHORIZED TO LICENSE, CERTIFY, REGISTER OR PERMIT THE PRACTICE OF TRADES, OCCUPATIONS OR PROFESSIONS.

CRIMINAL HISTORY RECORD INFORMATION MAY ALSO BE REVIEWED BY THE SUBJECT OF SUCH INFORMATION TO DETERMINE COMPLETENESS AND ACCURACY.

TO OBTAIN A COPY OF CRIMINAL HISTORY RECORD INFORMATION MAINTAINED BY THE MAHONING TOWNSHIP POLICE DEPARTMENT, YOU MUST:

- (1) COMPLETE A REQUEST FOR CRIMINAL HISTORY RECORD INFORMATION
- (2) ATTACH A CHECK OR MONEY ORDER IN THE AMOUNT OF \$8 PAYABLE TO THE TOWNSHIP OF MAHONING WHEN THE REQUEST IS MADE BY A NON-CRIMINAL JUSTICE AGENCY OR INDIVIDUAL.
- (3) PROVIDE APPROPRIATE IDENTIFICATION.

**NOTE:** REQUESTS MADE THROUGH THE AFOREMENTIONED PROCESS WILL RESULT CRIMINAL HISTORY INFORMATION THAT IS LIMITED TO THAT WHICH IS MAINTAINED BY THE MAHONING TOWNSHIP POLICE DEPARTMENT – IT WILL NOT CONTAIN CRIMINAL HISTORY RECORD INFORMATION HELD BY ANY OTHER CRIMINAL JUSTICE AGENCIES.

IF A SUBJECT'S FULL AND COMPLETE PENNSYLVANIA CRIMINAL HISTORY IS BEING SOUGHT, REQUESTS MUST BE MADE THROUGH THE CENTRAL REPOSITORY WHICH IS MAINTAINED BY THE PENNSYLVANIA STATE POLICE. TO DO SO, PLEASE VISIT <https://epatch.state.pa.us/> AND SUBMIT THE REQUEST ONLINE, OR DOWNLOAD A HARDCOPY OF THE FORM FOR MAILING.

**MAHONING TOWNSHIP POLICE DEPARTMENT, MONTOUR COUNTY  
REQUEST FOR CRIMINAL RECORD CHECK**

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

**The Mahoning Township Police Department offers Criminal History Record information for incidents that occurred within the Township of Mahoning, Montour County**

**AFTER COMPLETION MAIL TO:**

**MAHONING TWP POLICE  
849 BLOOM ROAD  
DANVILLE, PA 17821**

**DO NOT SEND CASH OR PERSONAL CHECK**

**CHECK ONE BLOCK**

- INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$8.00, PAYABLE TO:  
"MAHONING TOWNSHIP"  
THE FEE IS NONREFUNDABLE
- FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

REQUESTER NAME	
ADDRESS	
CITY/STATE/ ZIP CODE	
TELEPHONE NO. (AREA CODE)	

<b>SUBJECT OF RECORD CHECK</b>				
(FIRST)	(MIDDLE)	(LAST)		
MAIDEN NAME AND/OR ALIASES	SOCIAL SECURITY NUMBER	DATE OF BIRTH (MM/DD/YYYY)	SEX	RACE

**The response will be based on the comparison of the data provided by the requester against the information contained in the files of the Mahoning Township Police Records**

**FEEES FOR REQUESTS - \$8.00. NOTARIZED FEE REQUESTS - \$15.00.  
\*\*\*MAKE ALL MONEY ORDERS PAYABLE TO: MAHONING TOWNSHIP \*\*\***

**WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.**

**Homeland Security is Everyone's Responsibility - Pennsylvania Terrorism Tip Line 1-888-292-1919**