



861 W. Main St.  
Lansdale, PA 19446  
Phone: 888.998.6478  
Fax: 888.572.6828  
www.UniqueAid.com

To: Employees  
Re: Criminal Background Check  
From: Unique Aid

Dear Employee,

This letter is to inform you that an updated PA State Criminal Background Check needs to be updated for your file. Our records show your state criminal background clearance has either expired or will expire soon. The state criminal background check must be completed on a yearly basis due to the new requirements from PA Department of Health. If not completed on time, this could lead to suspension of employment. To acquire a state criminal background check, you may complete it online at [www.epatch.state.pa.us](http://www.epatch.state.pa.us). The cost of this process is \$10.00. Please mail clearance back with this form. If you do not have a computer, you will need to mail a money order for \$10.00 or we can take it out of your next paycheck.

Please check which box applies:

- Completed myself (clearance mailed in with this form)
- Sending money order for \$10.00 (money order mailed in with this form)
- Please take \$10.00 out of next paycheck

Please complete form and mail back to office by \_\_\_\_\_ (date clearance will expire).

If you have any questions, please call the office at 1-888-998-6478.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date