

## **Pennsylvania State Police (PSP) Applicant Fingerprint Card**

Commission policy requires that, pursuant to 61 Pa.C.S. §6307(4), before a Probation / Parole Officer who has been authorized by their county to carry firearms in conjunction with their employment can be certified to carry they must have had their fingerprints submitted to the PSP for a background investigation and received a favorable result.

In order to initiate this process, counties need to contact the PSP to request a **Form SP 4-124 PENNSYLVANIA STATE POLICE APPLICANT FINGERPRINT CARD**. A PSP Applicant Card submitted ensures that the candidate has not been convicted of an offense graded a misdemeanor of the first degree or greater or punishable by a term of imprisonment of more than two years (without a waiver from the ATF) in the Commonwealth of Pennsylvania.

An FBI Applicant card (**Form FD-258**) should be completed the same as the state card, with "Law Enforcement" listed in the Reason Fingerprinted block. The results of the state and federal checks will be sent to your office for retention.

When contacting the PSP for this purpose be prepared to: 1) inform them you are required, under ACT-158 of 1994, to have your officers fingerprinted for the purpose of a background investigation, and 2) provide them your ORI number. To request the Applicant Fingerprint Card contact the PSP Reproduction and Graphics Office at (717)-783-5596 or write to them at the following address:

Pennsylvania State Police  
Procurement and Supply Division  
1800 Elmerton Avenue  
Harrisburg, PA 17110-9718

Remember, the Applicant Card must indicate "**LAW ENFORCEMENT**" in the Reason Fingerprinted block or the card will be rejected. Once complete the Applicant Card is submitted to the following address:

Pennsylvania State Police  
Central Repository  
1800 Elmerton Avenue  
Harrisburg, PA 17110-9718

Questions should be directed to the Fingerprint Card Query and Matching Unit at (717)-705-1740.