

REQUEST FOR CRIMINAL RECORD CHECK

(SEE INSTRUCTIONS ON REVERSE)

TYPE OR PRINT LEGIBLY WITH INK

FOR OFFICIAL USE ONLY

DATE OF REQUEST	LICENSE NO.	LID NO.	LID NO.		
1. NAME OF APPLICANT/LICENSEE			APPLICATION CATEGORY		
2. TRADE NAME (IF ANY)			ENDING YEAR		
3. ADDRESS OF PREMISES (STREET, RURAL ROUTE, P.O. BOX NO.)			CONTROL NO.		
4. (POST OFFICE)		(STATE)	(ZIP)		
5. NAME (SUBJECT OF RECORD CHECK) (LAST) (FIRST) (MIDDLE)			TITLE/POSITION		
6. MAIDEN NAME AND/OR ALIASES		SOCIAL SECURITY NO. (SOC)	DATE OF BIRTH (DOB)	SEX <input type="checkbox"/> M <input type="checkbox"/> F	RACE

SIGNATURE	TITLE/POSITION	HOME ADDRESS	PHONE ()
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REQUESTER CHECKLIST

- DID YOU ENTER THE FULL NAME, DOB, AND SOC?
- DID YOU ENCLOSE THE \$10.00 FEE (CHECK/MONEY ORDER) PAYABLE TO "PLCB" OR "COMMONWEALTH OF PA"? **DO NOT SEND CASH.**
- DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?

AFTER COMPLETION MAIL TO:

**PENNSYLVANIA LIQUOR CONTROL BOARD
P O BOX 8940
HARRISBURG PA 17105-8940**

DO NOT WRITE BELOW THIS LINE

INFORMATION DISSEMINATED <input type="checkbox"/> NO RECORD <input type="checkbox"/> CRIMINAL RECORD	INQUIRY BY	DATE INQUIRED
THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED SOLELY ON THE FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER <input type="checkbox"/> NAME <input type="checkbox"/> DATE OF BIRTH <input type="checkbox"/> RACE <input type="checkbox"/> SOC <input type="checkbox"/> MAIDEN/ALIAS NAME <input type="checkbox"/> SEX	CERTIFIED BY	

INSTRUCTIONS

A records check is required by PA Title 40, Section 3.35. Form PLCB-2018, Request for Criminal Record Check AND a \$10.00 fee must be submitted for each person involved in any of the following types of actions:

1. An application for a new license, either retail or wholesale, and certain types of licenses expiring December 31st.
2. Application for Transfer of License and Permit, except for the transfer of an existing license from one premises to another premises, PLCB-21.
3. Notice of Change of Officers, Directors and Manager or Steward of Club, PLCB-868.
4. Notice of Change in the Officers, Directors, Stockholders or Manager of Licensed Corporations, Except Clubs, PLCB-866.
5. Application for Approval of Appointment of Manager, PLCB-706.

Upon receipt, the records check will be conducted via a direct link with the Pennsylvania State Police. Should you have any questions, contact the Bureau of Licensing at (717) 783-8250.

INFORMATION

If this form is part of an application for a new license, transfer of any existing license, or appointment of manager, or change of officers, it should be mailed with that application packet. However, if being submitted after the application, previously described, send it with the appropriate fee to: PENNSYLVANIA LIQUOR CONTROL BOARD, BUREAU OF LICENSING, P.O. BOX 8940, HARRISBURG, PA 17105-8940.