



**APPLICATION FOR ACCESS
TO CRIMINAL CHARGE INFORMATION
FOR INDIVIDUALS INVOLVED
IN CHILD CUSTODY CASES**

For Office Use

PLEASE READ INSTRUCTION SHEET PRIOR TO COMPLETING AND FILING APPLICATION. IF YOU ARE MAILING THE APPLICATION, IT MUST BE NOTARIZED. Any change to the information provided on this application should be reported to the Prothonotary where the application is filed.

1. PARTY APPLYING FOR ACCESS - NAME _____

A. SOCIAL SECURITY NUMBER

B. PIN

C. HOME TELEPHONE NUMBER <i>(Include Area Code)</i>

D. DATE OF BIRTH		
MO	DA	YR

2. CUSTODY CASE IDENTIFICATION

FILING DATE		
MO	DA	YR

E. DOCKET NUMBER

3. ADDRESS OF PARTY APPLYING

4. OTHER PARTY IDENTIFICATION - NAME _____

F. SOCIAL SECURITY NUMBER

G. DATE OF BIRTH		
MO	DA	YR

H. DRIVER LICENSE NUMBER	I. STATE

5. BIRTH DATES OF CHILDREN IN THIS CUSTODY CASE (Place youngest child's Date of Birth in first box)

J. MO	DA	YR

MO	DA	YR

MO	DA	YR

MO	DA	YR

MO	DA	YR

MO	DA	YR

MO	DA	YR

MO	DA	YR

6. CHECK BOX IF YOU USE A TTY/TDD.

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Applicant given TTY/TDD User Number

7. VERIFICATION/CONFIDENTIALITY STATEMENT:

I, _____ am a party or counsel to a party in the custody proceeding or order listed above and am filing for access to criminal charge information.
(Print Your Name Clearly)

I verify that the statements in this application are true and correct to the best of my knowledge, information and belief. I understand that false statements herein are made subject to the penalties of 18 Pa. C. S. § 4904 (a) relating to unsworn falsification to authorities.

I further understand that disclosure of social security numbers is voluntary, and that this information is being requested solely for the purpose of accessing information through the Jen and Dave Line, pursuant to 42 Pa. C.S. § 1904.

Applicant/Counsel Signature

Supreme Court ID No. (If Applicable)

Date Signed

APPLICATION CONTINUED ON BACK

I understand that I will be billed for calls to the 900-number. The rate is 50 cents per minute with a three-minute, \$1.50, minimum charge. Jen & Dave Line is a service provided by the Administrative Office of Pennsylvania Courts located at P.O. Box 229, Mechanicsburg, PA 17055-0229, 717/795-2000. (If the applicant is less than 18 years of age and a parent or guardian will be billed for the call, the parent or guardian who will be responsible for payment of the telephone charges must sign.)

Signature

Date

THE COMPLETED APPLICATION MUST BE RETURNED TO THE PROTHONOTARY'S OFFICE IN THE COUNTY IN WHICH THE CUSTODY CASE IS FILED. YOU MAY FILE THE APPLICATION IN ONE OF THE FOLLOWING WAYS:

- Appear at the Prothonotary's Office in person. You will need photo identification.
- Mail a notarized application to the Prothonotary.
- Present an application to the Prothonotary at the same time the original custody complaint, initial response or any other pleading or motion is filed.
(Do not attach the application to the complaint or petition.)

The Jen & Dave Line only provides information on certain criminal charges that have been filed after you have been registered in the system. You can obtain a complete criminal history on an individual by filing State Police Form SP4-164, which is available from any Pennsylvania State Police Barracks.

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Photo ID Checked _____ Notarized Application _____
Application Filed with Complaint or Petition _____
Date Registered _____ By Whom: _____ Confirmation No. _____

CHANGE PIN

Applicant's Initials _____ Date Request Received _____
Photo ID Checked _____ New Pin _____
Date Registered _____ By Whom: _____



INSTRUCTIONS FOR FILING AN APPLICATION

SECTION 1. Party Applying for Access:

Clearly print your name. Your telephone number is needed in case there are any questions about your application. If there are any changes in the operation of the 900 number, having your telephone number will enable the Administrative Office of Pennsylvania Courts to contact you concerning the changes. If you do not have a home telephone number, leave the space blank. Your date of birth is needed to confirm your identity.

Select a Personal Identification Number (PIN). It must be four numbers. Letters cannot be used. The PIN along with your social security number will enable you to access criminal charge information. You should not share your PIN with anyone.

On this application dates should be written using 2 digits for month, 2 digits for day and 4 digits for year.
Example: 02/12/1995.

SECTION 2. Custody Case Identification:

If you do not have the filing date or docket number for your custody case, this information is available at the Prothonotary's Office in the county where your case is filed.

SECTION 3. Address of Party Applying:

Your address is needed in case there are any questions about your application and the Prothonotary needs to contact you.

SECTION 4. Other Party Identification:

Clearly print the other party's name. The information in this section is needed to access criminal charge information about the other party involved in the custody case. Complete information will make it more likely that records can be matched if charges have been filed. At least two of the three items are needed.

SECTION 5. Birth Dates of Children in this Custody Case:

Please give the birth dates of all children involved in the custody case. The youngest child's birth date should be written in the first box.

SECTION 6. TTY or TDD Users:

If you use a TTY or TDD, please place a check (✓) in the box. You will receive additional information on the telephone number to use to access the Jen & Dave Line. Skip this section, if it does not apply to you.

SECTION 7. Verification/Confidentiality Statement:

Please print your name clearly. Sign and date this statement.

SECTION 8. 900 Number Disclosure Statement:

You will be billed for calls to the 900 number. Sign and date this statement. If you are less than 18 years of age, the parent or guardian who will be responsible for payment of the telephone charges must sign and date this statement.