



GREENCASTLE POLICE DEPARTMENT

60 North Washington Street ★ GREENCASTLE, PENNSYLVANIA 17225 ★ Telephone: (717) 597-2161 ★ FAX: (717) 597-1022

New Instructions on how to apply for a transient permit in the borough of Greencastle (revised 3/2/2015):

NOTE: PERMITS WILL NO LONGER BE ISSUED ON THE SAME DAY AS YOU APPLY FOR THEM.

Once an application, copy of driver's license, copy of background check(s) (see below) and the non-refundable background investigation fee is paid (see below), processing of an application can take up to 3 full business days from the date information and payment is received. You will be notified by phone when badges can be picked up.

INFORMATION NEEDED AT THE TIME OF APPLICATION (all information needed before the processing of the permit can begin):

- **BACKGROUND CHECKS:**

PA Residence - need to provide a copy of a PA Criminal History response that has been run within 90 days of the date you are requesting a permit.

<https://epatch.state.pa.us/Home.jsp>

Out of State Residence – need to provide a copy of Criminal History responses from **both their home state and from PA.** Both of which need to be run within 90 days of the date you are requesting a permit.

- A copy of your driver's License.
- 3 Checks for the appropriate fee
 - A. One for the non-refundable background investigation fee for each individual (Section A of the application) – **At the time of application**
 - B. One for the Security Deposit fee for each Transient Vendor Badge (See section B of the application) – **At the time you pick up your badges**
 - C. One for the appropriate permit fee (Section C, D, or E of the application) – **At the time you pick up your badges.**

The above process can be started before you actually need your permit(s). The application and all other needed information can be submitted by mail in advance of the date you would like your permit to start (On the application there is a section which specifies the date you want your permit to start and end). If everything checks out o.k., you can then pick up your permit(s) on the date you wanted your permit(s) to start as long as you bring the last 2 checks for payment of the other two fees (see above B & C).

Any questions feel free to contact the Police Secretary 717-597-9506 Ext. 202 or nbrowser@greencastlepa.gov