NORTH WAY CHRISTIAN COMMUNITY VOLUNTEER CLEARANCE INSTRUCTIONS

Pennsylvania State Police Response for Criminal Record Check – FREE

• Go to https://epatch.state.pa.us/

• Choose "New Volunteer Record Check"

• Read the Terms and Conditions for the use of PATCH (Pennsylvania Access To Criminal History). Scroll down and click on the box under the Volunteer Acknowledgement Section. Click "Accept"

• On the next page, enter North Way Christian Community as the Organization Name and 724-935-6800 as the Organization Telephone Number.

• Continue entering your Personal Information. Then, click "Next"

• Review your Personal Information entered. If all is correct, click "Proceed"

• On the next page, enter the required information. If you have a maiden name or nickname, enter them as "Alias 1" "Alias 2" etc. When finished, click "Enter This Request"

• Your information will now appear and will also indicate if an item was found. Click "Submit"

• Once processed, click on the blue Control # to the left of your name (it begins with an "R"). *Note: The screen you see now is not your clearance result. It shows that you completed the process. Please continue with the instructions to obtain your clearance result.

• Click on the blue words "Certification Form"

• A copy of your Pennsylvania State Police Response for Criminal Record Check appears on the screen. To print a copy or save as a PDF, click "Print."

FAQ from the PATCH site:

> **What browser should I be using?** All browsers should be working at this time EXCEPT older versions of Safari. If you have embedded browsers on MacOS 10.14 and all browsers on iOS 12, they are not compatible with PATCH and your request will not be processed.
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> **How do I get a receipt?** Once you have processed your request, go to the home page to Check the Status of a Record Check, enter your information, click on your control number and in the right-hand column of the next page there will be an invoice field with a blue number next to it. Click on the number and you will be taken to your receipt to view or print your receipt.
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> **What does request under review mean?** The information that was entered for the Criminal Record Request was compared to data in the files of the Pennsylvania State Police Central Repository and needs to be reviewed by the Pennsylvania State Police. Once the request has been reviewed, the Criminal Record Check will be completed as a Record or No Record. A response of "Request Under Review" does not indicate a Criminal Record.

What does one item found / no items found mean? If the response you receive is one item found, that should be accompanied by a control number (R########). Click on the control number and you will be taken to the Record Check Details page where you will click on the "Certification Form" (blue hyperlink) to receive your Certificate. If you receive no items found response, then you have entered something incorrectly.