

PLEASE KEEP THESE INSTRUCTIONS FOR REFERENCE

Instructions to Obtain VOLUNTEER

State Police Criminal Record Checks (PATCH)

Begin by going to the website <https://epatch.state.pa.us/>.

1. Click "New Record Check" (Volunteers Only) - the yellow button.
2. Read and accept the Terms and Conditions.
3. The Drop-down menu for "Reason of Request" should be "VolunteerFREE" with no other options available.
 - a. If that is not the case, you may need to start over with the yellow button.
 - b. Please note: Volunteer clearances CANNOT be used for employment purposes.
4. Fill out Contact Information.
 - a. Those with the red asterisk (*) are required and the form will not allow you to continue without providing that information.
5. Click "Next."
6. Confirm information on "Review Requestor" page and click "Proceed."
7. Fill in information for the Record Check.
 - a. Those with red asterisk (*) are once again required.
 - b. Social Security Numbers are highly recommended and will allow the report to come back more quickly.
8. Click "Enter This Request."
 - a. If another report is needed for another individual (spouse, for example), you may enter that information now. Click "Enter This Request" again after.
 - b. If not, click "Finished" on the next page without entering further information.
 - c. No payment should be required. If you are prompted for payment information, please make sure you are requesting a volunteer clearance.
9. Confirm information on "Record Check Request Review" and click "Submit."
10. Click on the hyperlinked Control Number to come to the "Record Check Details."
11. Click "Certification Form" above the "Back" button.
12. Click "OK" on the pop-up dialogue box concerning printing margins.

This resulting document is the **OFFICIAL Certification**.

Please remember to provide this certificate to the Safe Environment Coordinator at the St. Thomas More Parish Center.

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