



Eastern Lancaster County School District

Pennsylvania Background Check Procedures for Volunteers



Pennsylvania Criminal Background Check (Act 34)

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

Cost: Volunteers: Free (*Fee Waived*)

- Go to <https://epatch.state.pa.us> and click on “**New Record Check (Volunteers Only)**”.
- Read the Terms and Conditions and click “**Accept**”.
- Complete Personal Information.** (*For Volunteer Organization Name Enter “Eastern Lancaster County School District” For Volunteer Organization Telephone Number Enter “717-354-1500”*)
- Review your information and click “**Proceed**”.
- Enter in your Check Request Information and then click “**Enter This Request**”
- Click “**Finished**”.
- Review Request and click “**Submit**”
- After process is completed, you will receive a “**No Record**” or **Record Pending**” status. (*You will receive an email notification with your request Control #.*)
- If “**No Record**”, then click on the control number and then click on “**Certification Form**”.
- Print out the **Certification Form** to be submitted to the District. (*You will receive an email notification when request is completed*)
- If “**Record Pending**”, then you will have to login later and recheck the status.

RECORD STATUS

To check the status of a record check go to <https://epatch.state.pa.us> and click on “**Check the status of a Record Check**”. You will need to enter in all the data exactly as it was entered for the original record check request as well as your Control # to retrieve your record.