

ACT 34: PA State Criminal History Check

Apply online at <https://epatch.pa.gov/home> for **FREE** Volunteer Clearance

1. Register online at: <https://epatch.pa.gov/home> This clearance is quite easy - often your certificate is available online instantly - it can be printed from your computer.
2. Click on "**New Record Check (Volunteer Only)**".
3. Read through, check box, and click "**Accept**".
4. Complete the boxes:

Reason for request: **Volunteer Free**

Volunteer Organization Name: "**Steel Center for CTE**"

Volunteer Organization Phone: **412-469-3200**

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

For email address, you may enter either your business or personal email.

Email Address:

Confirm Email Address:

Phone Number:

Click "**Next**"

5. Personal Information: Review Personal Information Click "**Proceed**"

6. Record Check Request Form: First name
Middle Name Last Name
Suffix - if applicable
Identity Theft # - if applicable
Social Security Number (**Highly Recommended**)
Date of Birth
Sex
Race
Alias and/or Maiden Name
Click "**Submit this Request**"

7. Disregard the second Entry Request.
8. Record Check Request Review click "Submit"
9. Click on "**Control Number**" It will likely say pending. Write down or save the control number and request date. The control number will also be sent to you in an email.
10. Go back to the website: <https://epatch.pa.gov/home> Click "Check the status of a Record Check. Enter Control Number, Request Date, First and Last Name.
11. Click on Control Number to access Certification form
12. Record Check Details Page: Click on: Certification Form
13. Print the certificate: Pennsylvania State Police Response for Criminal Record
14. Exit the system:
15. Mail completed clearance to:
Steel Center for Career and Technical Education
Attn: Work-Based Learning Coordinator
565 N. Lewis Run Road
Jefferson Hills, PA 15025

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE

TELEPHONE (610)

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name:
Date of Birth:
Social Security #: xxx-xx-
Sex: M
Race: White
Date of Request: 03/20/2017 04:34 PM
Purpose of Request: Volunteer

Maiden Name and/or Alias (1) **(2)**
(3) **(4)**

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R-*****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:
Richard O Quinn
Lieutenant Richard O Quinn
 Director, Criminal Records and Identification Division
 Pennsylvania State Police

DISSEMINATED BY: SYSTEM
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