



**CENTER FOR CIVIC
LEARNING & ACTION**

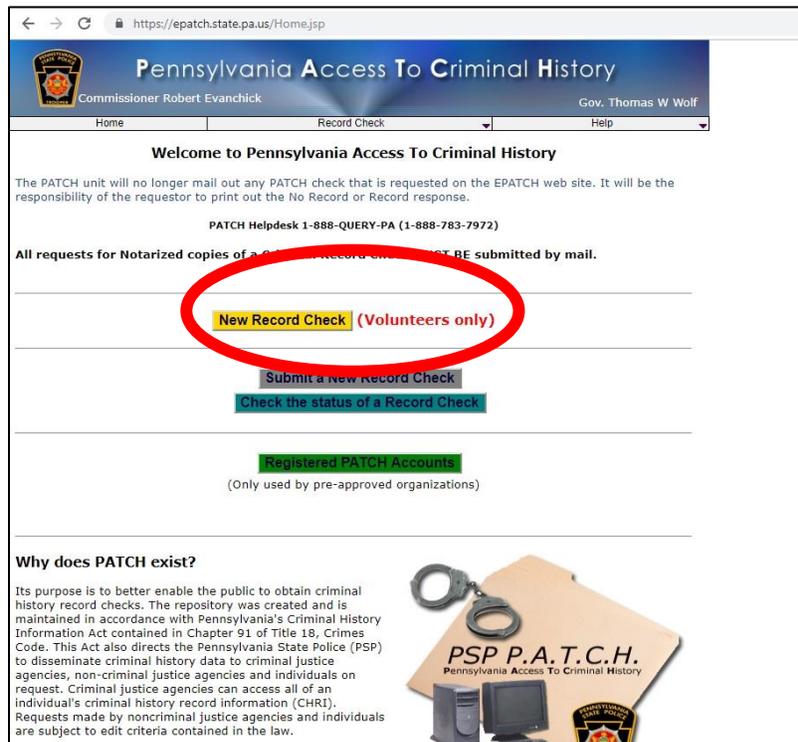
PA State Criminal Clearance Instructions

What you need: To complete this clearance you will need standard contact information and your Social Security Number (SSN).

Purpose of Clearance: The PA State Criminal Clearance checks your criminal history in the state.

Instructions

1. Visit this website: <https://epatch.pa.gov/home>.
2. Click on “New Record Check (Volunteers Only).”



3. On the Terms & Conditions page, check the box under “Volunteer Acknowledgement Section” to agree to the terms, and click “Accept.”

The following criminal history information will be released by the Pennsylvania State Police Central Repository upon proper request:

1. All convictions.
2. All charges that are less than three years from the date of arrest and the Central Repository has not received a disposition.
3. All charges for which a warrant of arrest has been issued and the Central Repository has been notified of such warrant.

It is the responsibility of both registered and non registered users to obtain the assigned control number at the time requests are submitted. Immediately after submission of the requests one of the following status will be assigned to the request:

1. **No Record:** If this status is assigned to the request it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified no record form will be displayed in PDF format.
2. **Request Under Review:** If this status is assigned to the request, the user must periodically check the PATCH web site to determine the final status of the request. A status of "Request Under Review", will result in one of the following final status:
 - o **No Record:** Follow the instructions above for a no record response.
 - o **Record:** Indicates the person has a record and it is the user's responsibility to double click on the control number. This will take the user to the details screen where the user will double click on the blue hyper link, "Certification Form", near the center of the page. By clicking on "Certification Form", a certified record form and the corresponding RAP Sheet will be displayed in PDF format. This form should be printed.
3. **Pending:** This status is occasionally assigned when traffic is extremely heavy and requires the user to check back at a later time. A request should not remain in pending status for more than 24 hours. If a request remains in pending status for more than 24 hours call the PATCH Help Line toll-free at 1-888-QUERY-PA (1-888-783-7972).

Volunteer Acknowledgement Section

By checking this box I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$22 fee is being waived because of my status as an unpaid volunteer. I also understand that any false statements made on this form are subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities and can be punishable by fine or imprisonment.

[Home](#) | [Record Check](#) | [Help](#) | [Privacy Policy](#) | [PA State Police Home Page](#)

4. On the Personal Information page, fill out the required information, and the “reason for request” should already say **volunteerFREE**.
 - a. Next to “Volunteer Organization name”, put “Dickinson College”
 - b. You do not need to supply Dickinson’s phone number
 - c. Use Dickinson’s address: Dickinson College HUB (your HUB #)

28 N. College St.
Carlisle, PA, 17013
 - d. Enter your Dickinson email address and personal phone number, then click “Next”
5. Check to see that you have entered all your information correctly on the “Personal Information Review” page, then click “Proceed.”
6. The next page is the “Record Check Request Form.” You are requesting the record check on yourself so enter the required personal info again.
 - a. ****If you do not have a social security number or do not know it, you may leave the space blank, but it will cause delays in your clearance processing.**

[Home](#) | [Record Check](#) | [Help](#)

Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check on. First and middle names may **NOT** contain numbers, hyphens, apostrophes, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields marked with an * are required. To submit multiple requests, click the "Add Request" button. When finished entering requests, click the "Finished" button.

First Name: *
 Middle Name:
 Last Name: *
 Suffix:
 Identity Theft #:
 Social Security #: (xxxxxxxx) (Highly recommended)
 Date of Birth: / / (mm/dd/yyyy) *
 Sex: *
 Race:

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Home](#) | [Record Check](#) | [Help](#) | [Privacy Policy](#) | [PA State Police Home Page](#)

7. Click “Enter this Request.” The page may not appear to change, but a new, small section will appear at the bottom. Click “Finished” under “View Queued Record Check Requests (1).”

https://epatch.state.pa.us/RecordCheckEntryForm.do

Pennsylvania Access To Criminal History
Commissioner Robert Evanchick Gov. Thomas W Wolf

Home Record Check Help

Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check on. First and middle names may NOT contain numbers, hyphens, apostrophes, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields marked with an * are required. To submit multiple requests, click the "Add Request" button. When finished entering requests, click the "Finished" button.

First Name:

Middle Name:

Last Name:

Suffix:

Identity Theft #:

Social Security #: (xxxxxxxx) (highly recommended)

Date of Birth: / / (mm/dd/yyyy) *

Sex: Unknown *

Race: Unknown *

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

View Queued Record Check Requests(1)

Home | Record Check | Help | Privacy Policy | PA State Police Home Page

8. A box will appear that says “Request Queue” with your name and information. Hit “Submit”.
9. Your results should show up right away under “Status.” If you did not enter your social security number, the results could take up to a few hours. When it arrives, you will get an email notifying you of your results.
10. Print this page for your records and bring a copy to your host organization where you are volunteering.
- If your results arrive instantly, click the Control #, then click “Certification Form.” A printable version of your record check will open.
 - If you plan to print your clearance later, note the Control # for when you return to <https://epatch.pa.gov/home>.** To revisit your clearance, click on “Check the status of a Record Check.”

This is the first part of your clearance; you must complete the remaining PA Child Abuse Clearance and the FBI Fingerprint Check as well. Retain this document for 5 years.