



Pennsylvania State Police

Criminal History Record Check

The quickest and easiest way to obtain this clearance going online to:
<https://epatch.state.pa.us/Home.jsp>

- Click NEW RECORD CHECK (**Volunteers only**)
- Accept Terms and Conditions at the bottom of page
- Complete your personal Information. Reason for Request will be “Volunteer”. Type **“YOUR”** Parish name for the “organization name” (**do not abbreviate**) along with the telephone number (**MSP-724-335-9877**) (**SJ-724-337-6412**) or (**SM-724-335-8212**). Click “next” after required info is entered.
- Review the information, click “proceed”
- Complete Record Check Request Form with your information, click “Enter request”
- On the next screen you will see a blank request form again, **Do not** re-enter your information, at the bottom click “finished”.
- On the next page **review** the information you entered on the request form if correct click “submit”.
- Record will process. Do not interrupt the process.
- When complete you will see your information and status of your record which should read” No Record” or “Request under review”.
- Click on the assigned record control number which takes you to the “Records Detail” page.(please print this screen for future reference or WRITE your record control number and the request date down)
- From the Records Detail page, **click on the “certification form”** to access your certificate.
- Print 2 certificates, 1 for your records and one for your parish folder.
- Make sure your printer has ink. If you can’t print, we can access your results with your record control number and date of submission.