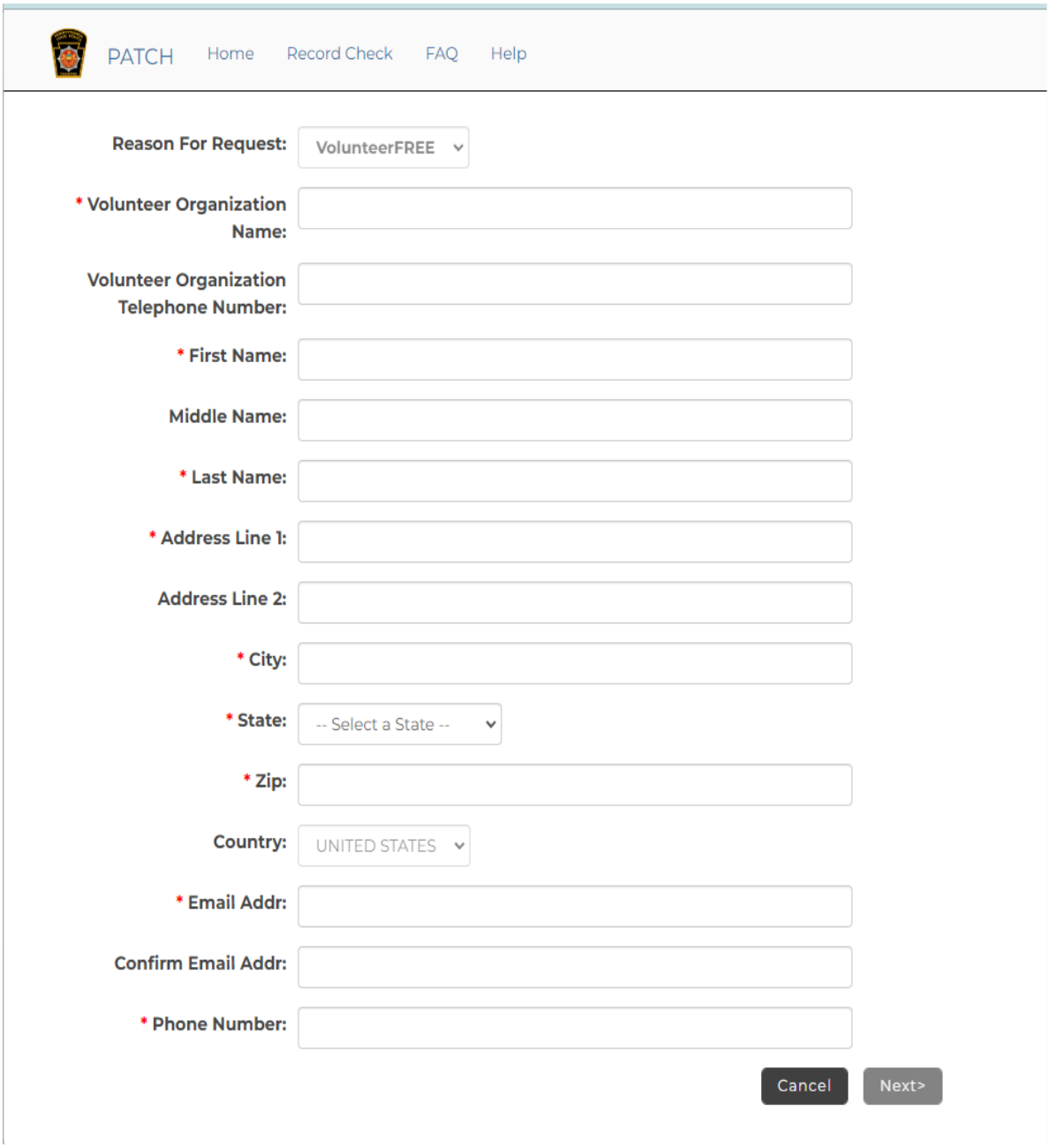
INSTRUCTION GUIDE TO OBTAIN:

PENNSYLVANIA STATE POLICE (PSP) CRIMINAL HISTORY REPORT

- PSP Patch website - **https://epatch.pa.gov/home**
- *Click* on **"New Volunteer Record Check"** (see below).

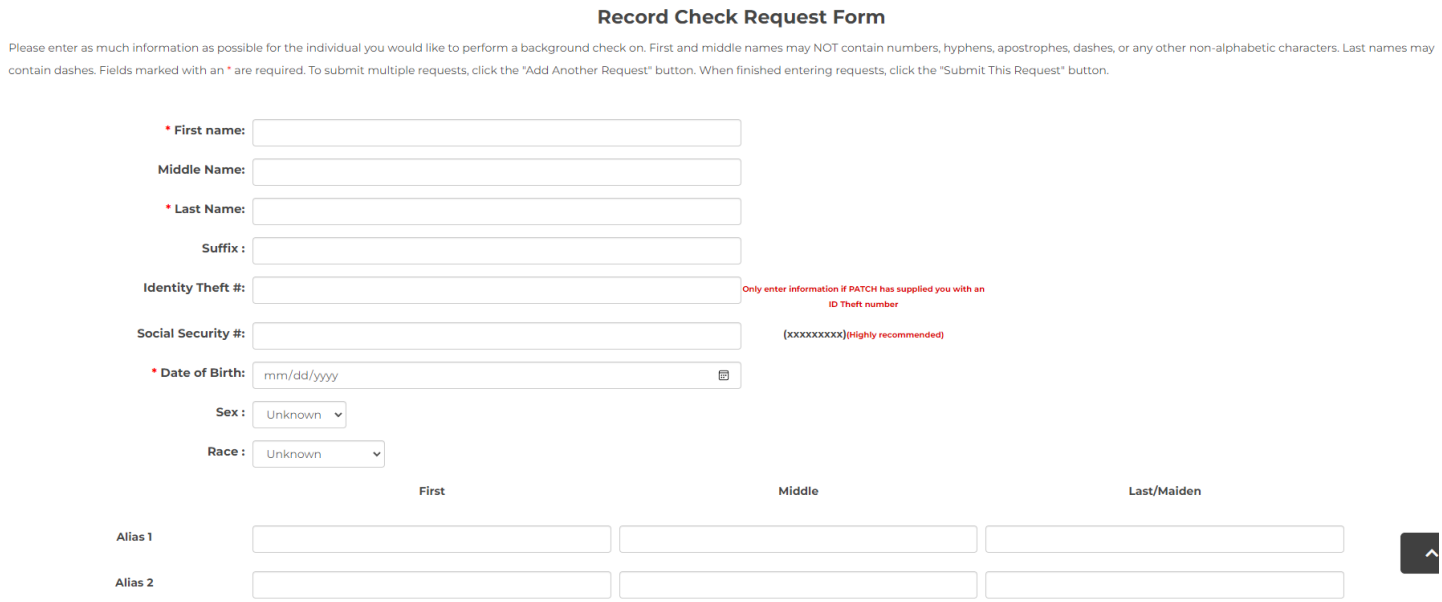
- Complete the **"Volunteer Acknowledgement Section."** *Click* **"Accept."**

- Complete all Personal Information (see below) and *click* **"Next:"**
    - Volunteer Organization Name should be **"Cumberland Valley Youth Basketball Association"**
    - Organization telephone number should be **"717-576-3739"**

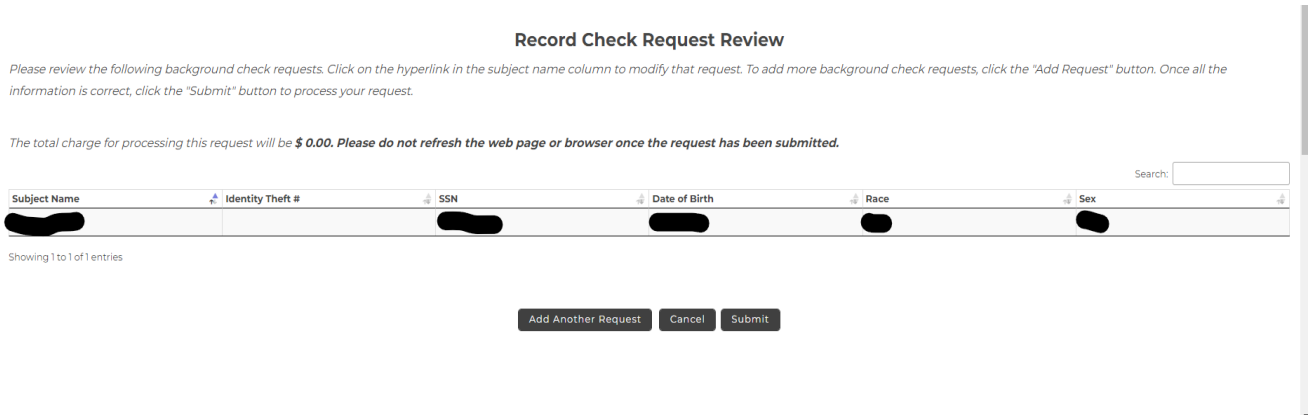


- Review Personal Information and *click* **"Proceed."**

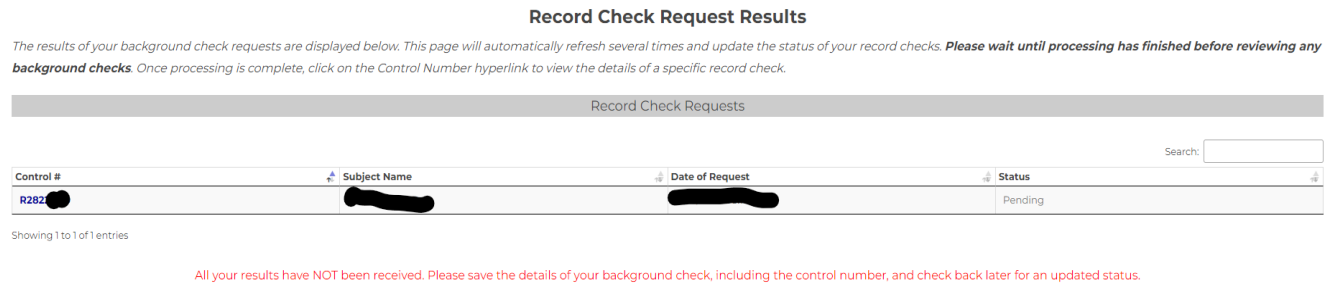
- *Enter* your personal information (see below) and *click* **"Submit This Request."**



- *Review* the information you entered and *click* **"Submit."**



- The next screen is the results of your background check. *Click* on the **"Control Number"** hyperlink to



- If the status is pending, you will need to check back periodically. You will also receive an e-mail when the check has been completed (usually within the same day of the request)

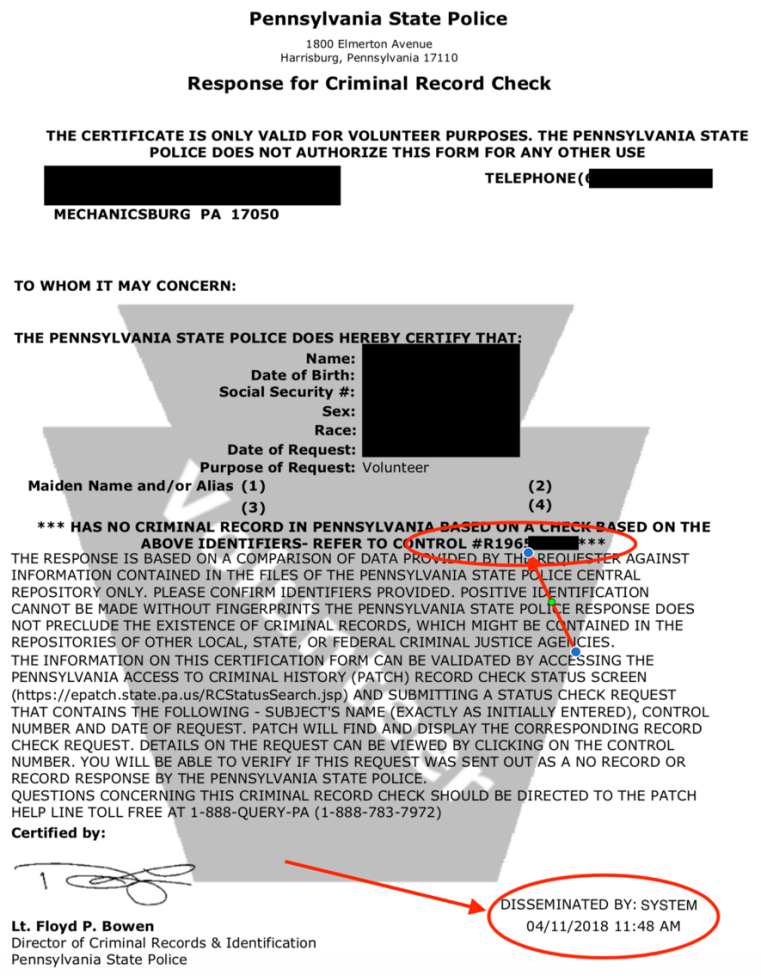
CHECKING STATUS OF A PREVIOUSLY SUBMITTED REQUEST

- To check the status of any previously submitted request – go to the PSP Patch website - https://epatch.pa.gov/home
- You will need the control number and the date you submitted your request.
- Select “Check the status of a records check” (see below)
- Enter the required information to check records check status

When the PSP check has been completed

- Select the blue control number to display the Record Check Details.
- *Click* on **"Certification Form"** and ***Save*** the document.
    - C*lick* on **"Save"** and choose a location to save the document as a PDF. The file name should have your name and the date in the name (eg.: John Smith PSP Patch Certification Form 07-29-2015.pdf) and *click* **"Save."**

Example PSP Certification Document that must be submitted: (see below)



Pennsylvania State Police

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

[redacted] **TELEPHONE(**[redacted]

MECHANICSBURG PA 17050

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [redacted]
Date of Birth:
Social Security #:
Sex:
Race:
Date of Request:
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 #R196[redacted]*****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER 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:

DISSEMINATED BY: SYSTEM
04/11/2018 11:48 AM

Lt. Floyd P. Bowen
Director of Criminal Records & Identification
Pennsylvania State Police

- Upload or email the completed Certification Form to **org.volunteer.clearances@gmail.com**.
  RETAIN A COPY FOR YOUR RECORDS!