

# 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).

## Welcome to Pennsylvania Access To Criminal History

Check that is requested on the EPATCH web site. It will be the responsibility of the requestor to

PATCH Helpline 1-888-QUERY-PA (1-888-783-7972)

All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

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**New Volunteer Record Check**

**Submit a New Record Check**

**Check the status of a Record Check**

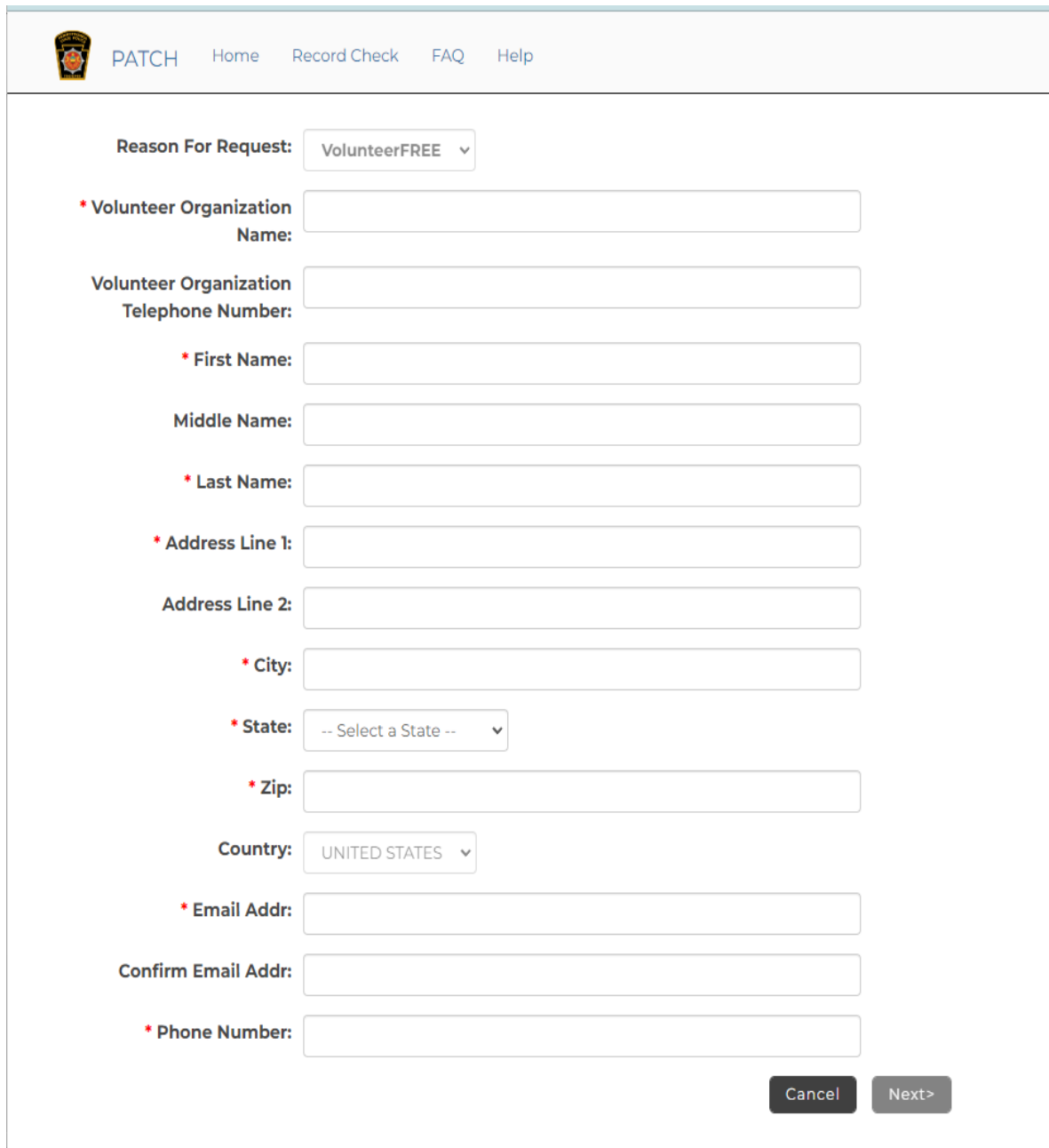
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**Registered PATCH Accounts**

(Only used by pre-approved organizations)

- 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**”



The screenshot shows the PATCH website interface. At the top, there is a navigation bar with the PATCH logo and links for Home, Record Check, FAQ, and Help. Below the navigation bar is a registration form. The form includes a dropdown menu for 'Reason For Request' set to 'VolunteerFREE'. It contains several required fields marked with a red asterisk: 'Volunteer Organization Name', 'Volunteer Organization Telephone Number', 'First Name', 'Middle Name', 'Last Name', 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu currently showing '-- Select a State --'), 'Zip', 'Country' (a dropdown menu currently showing 'UNITED STATES'), 'Email Addr', 'Confirm Email Addr', and 'Phone Number'. At the bottom right of the form, there are two buttons: 'Cancel' and 'Next>'.

- Review Personal Information and *click* “Proceed.”

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

### 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 Another Request" button. When finished entering requests, click the "Submit This Request" button.

\* First name:

Middle Name:

\* Last Name:

Suffix :

Identity Theft #:  Only enter information if PATCH has supplied you with an ID Theft number

Social Security #:  (xxxxxxxxxx) (highly recommended)

\* Date of Birth:

Sex :

Race :

	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"/>

- Review the information you entered and click **“Submit.”**

### Record Check Request Review

Please review the following background check requests. Click on the hyperlink in the subject name column to modify that request. To add more background check requests, click the "Add Request" button. Once all the information is correct, click the "Submit" button to process your request.

The total charge for processing this request will be \$ 0.00. Please do not refresh the web page or browser once the request has been submitted.

Search:

Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex
<a href="#">[REDACTED]</a>		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Showing 1 to 1 of 1 entries

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

### Record Check Request Results

The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. Please wait until processing has finished before reviewing any background checks. Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.

Record Check Requests

Search:

Control #	Subject Name	Date of Request	Status
<a href="#">R282</a>	[REDACTED]	[REDACTED]	Pending

Showing 1 to 1 of 1 entries

All your results have NOT been received. Please save the details of your background check, including the control number, and check back later for an updated status.

- 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

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## 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.
  - Click 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**

MECHANICSBURG PA 17050      TELEPHONE ( )

**TO WHOM IT MAY CONCERN:**

**THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:**


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

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

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

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