

# Criminal Clearance Guide for Agape Center Volunteers

1. Go to <https://epatch.state.pa.us/>
2. Click on the yellow box for “New Record Check (Volunteers only).” Do NOT click on the “Submit a New Record Check” as that is for paid employee clearances.

**Commissioner Tyree C. Blocker** Gov. Thomas W Wolf

Home Record Check Help

**Welcome to Pennsylvania Access To Criminal History**

Response times for record requests labeled "UNDER REVIEW" vary depending upon the volume of requests received. While every attempt is made to process inquiries as quickly as possible, turnaround times on these requests can be expected to take between four to six weeks. We apologize for any inconvenience as we process all requests as quickly as resources allow.

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

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

**New Record Check (Volunteers only)**

▶ **Submit a New Record Check** (requires a credit card)  
▶ **Check the status of a Record Check**

**Registered Users**

Username:   
Password:   
**Login**

3. Scroll down, check the box and hit “Accept”
4. Complete this screen using your personal information (write Messiah College for Volunteer Organization Name and skip telephone number) and hit “Next”:

**Commissioner Tyree C. Blocker** Gov. Thomas W Wolf

Home Record Check Help

**Personal Information**

Please fill in the following form prior to making your record check request. Fields marked with an \* are required. A request resulting in an actual criminal record will be sent via U.S. Mail to the name and address listed below.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost \$ 0.00 dollars.

Reason For Request: VolunteerFREE ▼

Volunteer Organization Name:

Volunteer Organization Telephone Number:

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State: -- Select a State -- ▼

Zip:

Country: UNITED STATES ▼

Email Addr:

Phone Number:

Cancel Next >

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

5. Click on “Proceed”

- Complete this screen using your personal information. Unless you've legally changed your name, leave "Aliases and/or Maiden Name" blank. Hit "Enter 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 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"/>

- At this point, the system is giving you the option to get clearances for more people. Do NOT enter your information again! Instead, scroll down and hit "Finished"
- You should see your name on the next page. Hit "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.

Request Queue					
Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex
<a href="#">Regetta, Katherine</a>			07/06/1983	W	F

One item found. **1**

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

- When you see this screen, click on the "Control Number" to the left of your name.

**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			
Control #	Subject Name	Date of Request	Status
<a href="#">R16943456</a>	Regetta, Katherine	09/14/2016 11:51 AM	No Record

One item found. **1**

10. When you see this screen, click on “Certificate Form.” If you get a pop-up, hit ok.

#### Record Check Details

This screen displays the details of a particular record check request. The request process has been completed. **You may now print the certification form for your records.** Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice **number** hyperlink. To view/print the certification form for this request click on the **Certification Form** hyperlink.

Control #R16943456

Requested by Katherine Regetta

<b>Subject Name:</b> Regetta, Katherine	<b>Status:</b> No Record
<b>Race:</b> White	<b>Request Date:</b> 09/14/2016 11:51 AM
<b>Sex:</b> F	<b>Last Update Date:</b> 09/14/2016 12:11 PM
<b>Date of Birth:</b> 07/06/1983	<b>Fee:</b> \$0.00
<b>Social Security #:</b>	<b>Payment Method:</b> Free
<b>Reason for Request:</b> Volunteer	<b>Invoice #:</b> R16943456

 [Certification Form](#)

[Back](#)

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

11. Your clearance will look like this. Print out two copies and give them to your Outreach coordinator or drop them off at the Agape Center.

 [Print](#) [Save](#)

**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

 TELEPHONE (717) 301-6503

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

<b>Name:</b> Regetta, Katherine
<b>Date of Birth:</b> 07/06/1983
<b>Social Security #:</b>
<b>Sex:</b> F
<b>Race:</b> White
<b>Date of Request:</b> 09/14/2016 11:51 AM
<b>Purpose of Request:</b> 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 #R16943456 \*\*\*

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 RECORDS OF OTHER LAW ENFORCEMENT AGENCIES.