

# Criminal Clearance Guide

## for Agapé Center Volunteers

1. Go to <https://epatch.state.pa.us/>
2. Click on “New Volunteer Record Check”
3. Scroll down, check the box under **Volunteer Acknowledgment Section**, and hit “Accept”
4. Complete the **Personal Information** section using your personal information. For **Volunteer Organization Name** use “Messiah University”. A **Volunteer Organization Telephone Phone number** is not required so you can skip this step and hit “Next” when finished with this section.
5. Review your information and click “Proceed”
6. Complete the **Record Check Request Form** using your personal information. Unless you’ve legally changed your name, leave the **Alias section** blank. Hit “Submit this Request”
7. Review your **Record Check Request**. You do not need to add another request so hit “Submit”
8. Click on the “Control Number” to the left of your name.
9. Scroll down and click on “Certificate Form.” If you get a pop-up, hit “Ok”
10. Your clearance will look like this:

Print Save ←

**Pennsylvania State Police**  
1800 Elmerton Avenue  
Harrisburg, Pennsylvania 17118

**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 (215) 301-6503

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: Regetta, Katherine  
Date of Birth: 07/06/1983  
Social Security #:   
Sex: F  
Race: White  
Date of Request: 09/14/2016 11:51 AM  
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 #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

11. Save your clearance as a PDF and email it to your outreach leader and [outreach@messiah.edu](mailto:outreach@messiah.edu)