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.

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”:

5. Click on “Proceed”
6. 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”

7. 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”

8. You should see your name on the next page. Hit “Submit”.

9. When you see this screen, click on the “Control Number” to the left of your name.
10. When you see this screen, click on “Certificate Form.” If you get a pop-up, hit ok.

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.