

**ACT 34: PA State Criminal History Check**  
**Apply on-line at <https://epatch.state.pa.us> for **FREE** Volunteer Clearance**

1. Register online at <https://epatch.state.pa.us>. This clearance is quite easy - often your certificate is available online instantly - it can be printed from your computer.
2. Click on "**New Record Check (Volunteer Only)**".
3. Read through, check box, and click "**Accept**".
4. Complete the boxes:

Reason for request: **Volunteer Free**

Volunteer Organization Name: "**Steel Center for CTE**"

Volunteer Organization Phone: **412-469-3200**

First Name:

Middle Name:

Last Name:

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

Country:

***For email address, you may enter either your business or personal email.***

Email Address:

Confirm Email Address:

Phone Number:

Click "**Next**"

5. Personal Information for Review: Review Personal Information  
Click "**Proceed**"

6. Record Check Request Form:

First name

Middle Name

Last Name

Suffix - if applicable

Identity Theft # - if applicable

Social Security Number (**Highly Recommended**)

Date of Birth

Sex

Race

Alias and/or Maiden Name

Click "**Enter this Request**"

7. Disregard the second Entry Request Review. Simply go below a little bit lower and click "**Finished**"
8. Record Check Request Review click "Submit"
9. Click on "**Control Number**"
10. Record Check Details: Click on: Certification Form Epatch: State.PA.US Click "**OK**"
11. Print the certificate: Pennsylvania State Police Response for Criminal Record
12. Exit the system

**Please mail copies of all clearances along with any applicable payment receipts\* to:**

Steel Center for Career and Technical Education  
 ATTN: CO-OP  
 565 Lewis Run Road  
 Jefferson Hills, PA 15330

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 (610)

**TO WHOM IT MAY CONCERN:**

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

**Name:**   
**Date of Birth:**   
**Social Security #:**   
**Sex:** M  
**Race:** White  
**Date of Request:** 03/20/2017 04:34 PM  
**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 #R-\*\*\***

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 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  
03/20/2017 04:35 PM

**Lieutenant Richard O Quinn**  
 Director, Criminal Records and Identification Division  
 Pennsylvania State Police