

How to Obtain Your PA Access to Criminal History (PATCH) Clearance

PA Child Protective Services Law requires that all volunteers submit/update their PA Access to Criminal History Clearance (*free*) **every 5 years**. The due date for this clearance will be based on the date listed on the volunteer's last clearance. If the expiration date of the previous clearance will occur during an upcoming year, then an updated clearance will need to be completed prior to the start of that year.

Completed clearances must be submitted to the LCYIC's Program Coordinator at bhubbard@co.lancaster.pa.us.

Below is an example of a completed clearance.

9/4/2016
Pennsylvania Access To Criminal History - Record Check Certification
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) XXXXXXXXXX

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: XXXXXXXXXX
 Date of Birth: XXXXXXXXXX
 Social Security #: XXXXXXXXXX
 Sex: M
 Race: White
 Date of Request: 09/04/2016 02:51 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 #R16882694 *****

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:

Lieutenant Todd J Post, Director
 Criminal Records and Identification Division
 Pennsylvania State Police

DISSEMINATED BY: SYSTEM
09/04/2016 02:52 PM

<https://epatch.state.pa.us/records/certForm.do?submit=certificate>

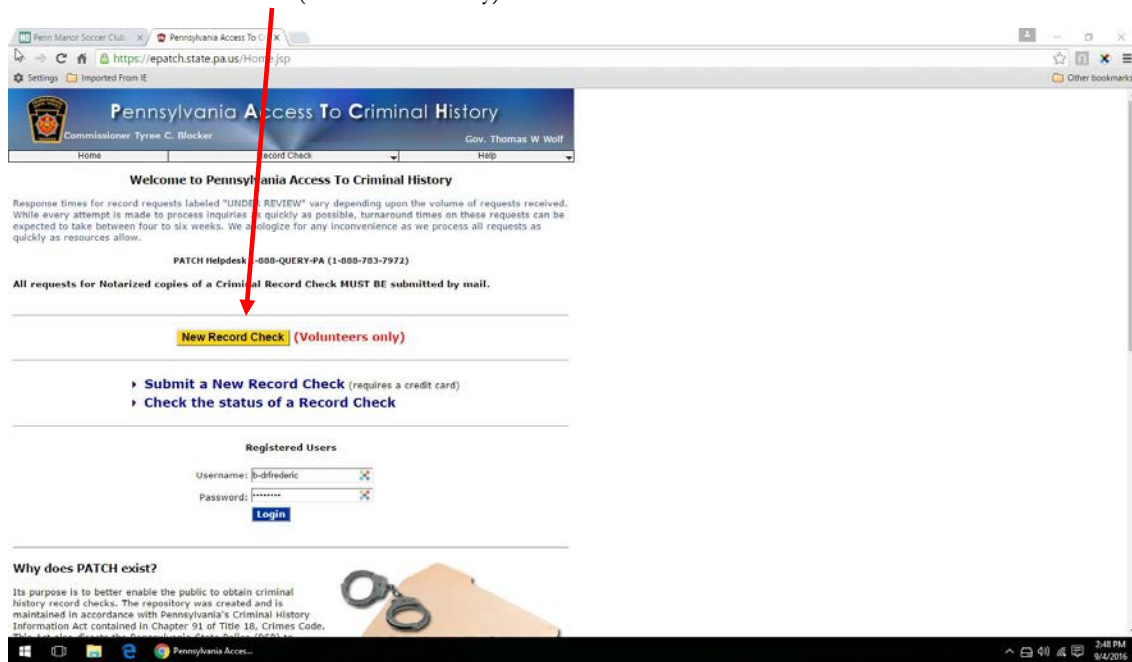
9/4

Click the link below to begin completing your clearance submission.

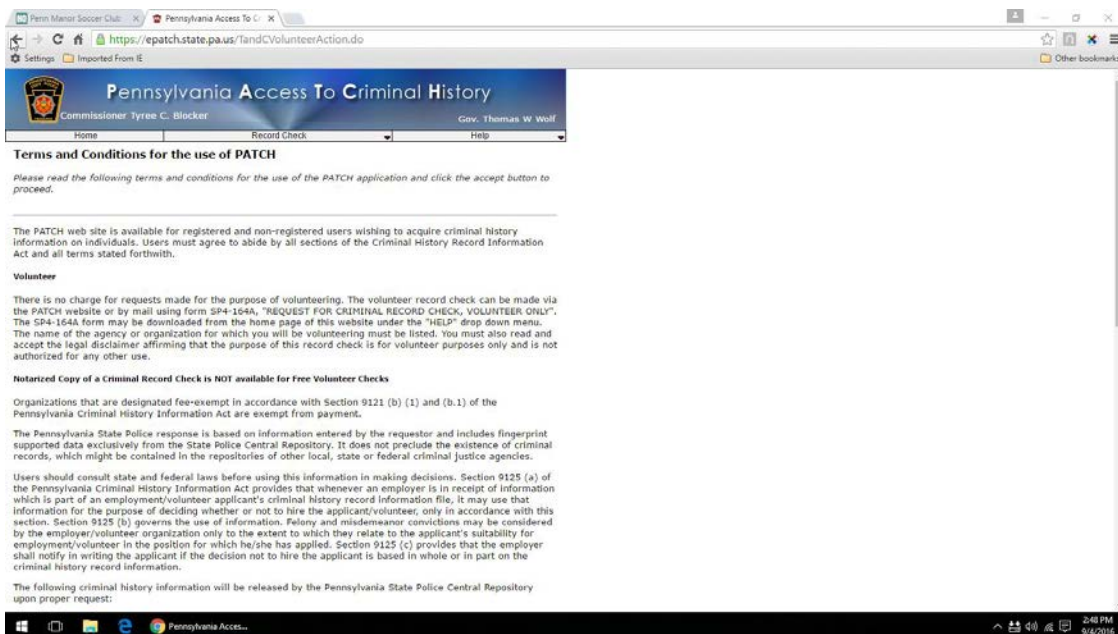
<https://epatch.state.pa.us/Home.jsp>

The following instructions will help guide you through the submission process.

1. Click on “New Record Check (Volunteers Only)” button.



2. Agree to the Terms and Conditions.



3. Select “Volunteer FREE” for the Reason for Request field and type “Lancaster County Youth Intervention Center” for the Volunteer Organization Name field. Volunteer Organization Telephone Number field can be left blank. Fill out the remaining fields with your information and then click the “Next” button.

The screenshot shows a web browser window with the URL <https://epatch.state.pa.us/landCVolunteerAction.do>. The page header includes the Pennsylvania State Police logo and the title "Pennsylvania Access To Criminal History". Below the header is a navigation bar with links for Home, Record Check, and Help. The main content area is titled "Personal Information" and contains a form for entering personal and organizational details. The form includes fields for Reason For Request (set to VolunteerFREE), Volunteer Organization Name (Penn Manor Soccer Club), Volunteer Organization Telephone Number, First Name, Middle Name, Last Name, Address Line 1, Address Line 2, City, State (Pennsylvania), Zip, Country (UNITED STATES), Email Addr, and Phone Number. A "Next >" button is located at the bottom of the form. The footer of the page contains links for Home, Record Check, Help, Privacy Policy, and PA State Police Home Page.

4. Verify the information that you entered and then click the “Proceed” button.

The screenshot shows a web browser window with the URL <https://epatch.state.pa.us/PersonalInfoForm.do>. The page header is the same as the previous screenshot. The main content area is titled "Personal Information Review" and contains a form for verifying the entered information. The form includes fields for Reason For Request (VolunteerFREE), Volunteer Organization Name (Penn Manor Soccer Club), Volunteer Organization Telephone Number, Requestor Name, Address (Mountville, PA 17554), Country (US), Email Addr, and Phone Number ((717) 285-). A "Proceed" button is located at the bottom of the form. The footer of the page contains links for Home, Record Check, Help, Privacy Policy, and PA State Police Home Page.

5. Enter your information and click the “Enter This Request” button.

The screenshot shows a web browser window with the URL <https://epatch.state.pa.us/RecordCheckEntryForm.do>. The page is titled "Record Check Request Form". Below the title, there is a paragraph of instructions: "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." The form contains several input fields: First Name, Middle Name, Last Name, Suffix, Identity Theft #, Social Security # (with a note "(xxxxxxx) (highly recommended)"), Date of Birth (mm/dd/yyyy), Sex (Unknown), and Race (Unknown). Below these fields is a section titled "Aliases and/or Maiden Name" with four rows, each containing fields for First, Middle, and Last/Maiden names. At the bottom of the form is a button labeled "Enter This Request". Below the button, it says "View Queued Record Check Requests(1)" and there are "Finished" and "Cancel" buttons. At the very bottom, there is a navigation bar with links: Home | Record Check | Help | Privacy Policy | PA State Police Home Page. The Windows taskbar at the bottom shows the time as 2:51 PM on 9/4/2016.

6. The system will process your record check and give you the following page. Click on the provided Control # to open the results page.

The screenshot shows a web browser window with the URL <https://epatch.state.pa.us/LoadRecordCheckResponse.do?refreshCount=1>. The page is titled "Pennsylvania Access To Criminal History" and features the Pennsylvania State Police logo and the names of the Commissioner (Tyree C. Blocker) and Governor (Thomas W. Wolf). Below the header, there is a navigation bar with links: Home | Record Check | Help | Privacy Policy | PA State Police Home Page. The main content area is titled "Record Check Request Results" and contains a paragraph of instructions: "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." Below this text is a table titled "Record Check Requests" with the following data:

Control #	Subject Name	Date of Request	Status
R16882604		09/04/2016 02:51 PM	No Record

Below the table, it says "One item found." At the bottom of the page, there is a navigation bar with links: Home | Record Check | Help | Privacy Policy | PA State Police Home Page. The Windows taskbar at the bottom shows the time as 2:52 PM on 9/4/2016.

- Click on the “Certification Form” link to open your background check.

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 #R16882694

Requested by: [Redacted]

Subject Name: [Redacted]	Status: No Record
Race: White	Request Date: 09/04/2016 02:51 PM
Sex: M	Last Update Date: 09/04/2016 02:52 PM
Date of Birth: [Redacted]	Fee: \$0.00
Social Security #: xxx-xx-xxxx	Payment Method: Free
Reason for Request: Volunteer	Invoice #: R16882694

Certification Form

[Back](#)

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

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This Web Site is for Informational Purposes Only - If you have an emergency, crime, or incident to report, please contact your nearest Police Agency or call 911.

7F5F5CB373AC2F43A0B6AB9EA6CB

- Print this form out for submission.

Print Save Back

Pennsylvania State Police
2000 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 [Redacted]

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [Redacted]
Date of Birth: [Redacted]
Social Security #: [Redacted]
Sex: M
Race: White
Date of Request: 09/04/2016 02:51 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 #R16882694 ***

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QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH

Completed clearances must be submitted to the LCYIC's Program Coordinator at bhubbard@co.lancaster.pa.us.

Below is an example of a completed clearance.

945016 Pennsylvania Access To Criminal History - Record Check Certification

Pennsylvania State Police
1800 Emmerton 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) [REDACTED]

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]
Date of Birth: [REDACTED]
Social Security #: [REDACTED]
Sex: M
Race: White
Date of Request: 09/04/2016 02:51 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 #R16682694 ***

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Certified by:
Lt. Todd J. Post
Lieutenant Todd J. Post, Director
Criminal Records and Identification Division
Pennsylvania State Police

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09/04/2016 02:52 PM

<https://epatch.state.pa.us/ncrativeCertForm.do?submit=certitude>

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