

PA State Criminal History Background Check

Instructions for Online request:

Website: Epatch.state.pa.us

- Click on the **YELLOW box**- **New Record Check – Volunteers Only (FREE of charge)**
- Next page will display **Terms and Conditions**
- Click to **check the box** to Accept Terms and Conditions. Click **Accept**
- Fill in Personal **Information for the organization:** RSVP of Columbia & Montour Counties
(please see attached)
- Personal Information Review - Click **Proceed**
- Record Check Request Form: Fill in your **name, SSN, and DOB**. Sex and Race (optional)
- Click **Enter This Request** – then click **Finished**
- Request Queue pops up - click **submit**
- Click **Certification Form** and print or save your certification.

Please mail a copy of report to Penny Davis, or email to davisp@diakon.org

**Penny Davis, Project Director of RSVP
Selena Vivino, Program Coordinator of RSVP
702 Sawmill Road Suite 201
Bloomsburg, PA 17815
570-784-9272**

Please contact us if you have questions or need help with this. If you do not have access to a computer, we will be happy to assist you.