

Pennsylvania Access to Criminal History Background Check

Instructions for Online request:

Website: Epatch.state.pa.us/Home.jsp

- 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**. Click **Next**.
- 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 feel free to call with any questions. Return the certification form by mail or email to
Diakon Community Services | AmeriCorps Seniors RSVP appropriate representative.

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