

## PA State Criminal History Background Check

Instructions for Online request:

Website: [Epatch.state.pa.us](http://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](mailto:davisp@diakon.org)

**Penny Davis, Project Director of RSVP**  
**Kathlyn Holdren, 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.*