PA State Police Clearance - Criminal Record Check Step-by-Step Process

1. Go to website https://epatch.state.pa.us/Home.jsp

2. Click on the "New Volunteer Record Check" button on the home page

3. Terms and Conditions Page

   - Check the Volunteer Acknowledgement Section at the bottom, click "Accept"

4. Personal Information Page

   - Make sure to also enter the name of the volunteer organization:

     The Friends of Graeme Park – 215-343-0965

   - Click "Next" at the bottom

5. Personal Information Review Page

   - Click "Proceed" if all information is correct

6. Record Check Request Form

   - Enter your information again – select "Submit"

7. Review Check Request Form

   - Review information
   - Select "Submit" at bottom

8. Record Check Request Submit

   - Select "Submit"

9. Processing Record Check – Please Wait

10. Record Check Request Results

    - Click on the highlighted # under the Control #

11. Check Records Details

    - Click on the Blue Certification Form

12. Official Form Page

    - Save