

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 Yellow Box on the home page – New Record Check Volunteers Only
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 in your own information – you are the one making the request
7. Review Check Request Form
 - Review information
 - Select Finish 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