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**HOW TO OBTAIN YOUR VOLUNTEER PA CRIMINAL RECORD CHECK**

1. Google: Pennsylvania Access To Criminal History – Home or go to: <https://epatch.state.pa.u>

This will take you to **Pennsylvania Access to Criminal History**

1. Once there, click the yellow box **“New Record Check” (Volunteers only)**

Read “Terms & Conditions for the use of PATCH”

1. At the page bottom, check the box under: **Volunteer Acknowledgement Section**

❒ *By checking this box I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the $22 fee is being waived because of my status as an unpaid volunteer. I also understand that any false statements made on this form are subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities and can be punishable by fine or imprisonment*

1. Then click **“Accept”**

This will take you to the “Personal Information” page.

1. Complete the first few lines as follows:

Reason for Request: **“Volunteer Free”**

Volunteer Organization Name: **“Greater Erie Community Action Committee”**

Volunteer Organization Phone Number: **“814-459-4581”**

1. Continue by completing the remaining personal information as requested.
2. Click “**Next**”. This takes you to the “Personal Information Review”
3. Review your personal information and click “**Proceed**”

This takes you to the “Record Request Form”

1. Enter the requested information
2. Click “**Enter This Request**”
3. At the bottom of this page click “**Finished**”

This takes you to the “Record Check Request Review” page, review this information.

1. Click “**Submit**” and wait

This will take you to the “Record Check Request Results” page.

1. Notice the number in the column titled “Control #”, (usually starting with an “R”), **click this number**.

This takes you to the “Records Check Details” page

1. Click on “**Certification Form”**
2. Click “**Print”** at the top of the page and retain this form as a result of your Criminal Record Check.