

# PLEASE KEEP THESE INSTRUCTIONS FOR REFERENCE

DIOCESE OF ALLENTOWN

Instructions to Obtain VOLUNTEER

## State Police Criminal Record Checks (PATCH)

Begin by going to the website <https://epatch.pa.gov/home>

1. Click "New Record Check" (Volunteers Only) – the yellow button.
2. Read and accept the Terms and Conditions.
3. The Drop-down menu for "Reason of Request" should be "VolunteerFREE" with no other options available.
  - a. If that is not the case, you may need to start over with the yellow button.
4. Fill out Contact Information.
  - a. Those with the red asterisk (\*) are required and the form will not allow you to continue without providing that information.
5. Click "Next."
6. Confirm information on "Review Requestor" page and click "Proceed."
7. Fill in information for the Record Check.
  - a. Those with red asterisk (\*) are once again required.
  - b. Social Security Numbers are highly recommended and will allow the report to come back more quickly.
8. Click "Enter This Request."
  - a. If another report is needed for another individual (spouse, for example), you may enter that information now. Click "Enter This Request" again after.
  - b. If not, click "Finished" on the next page without entering further information.
9. Confirm information on "Record Check Request Review" and click "Submit."
10. Click on the hyperlinked Control Number to come to the "Record Check Details."
11. Click "Certification Form" above the "Back" button.
12. Click "OK" on the pop-up dialogue box concerning printing margins.

This resulting document is the **OFFICIAL Certification**.

Print and save this document for your records. You will need to provide this certificate to your respective Local Safe Environment Coordinator or location contact. They will then send it to the Diocese of Allentown Background Check Office for you to be officially cleared given all the required background check documentation.

If additional reports need to be saved, use the "Back" options provided on the page only as the back button of your browser may result in an error and possible loss of these record checks, which can only be recovered with the assigned control number.

Please be aware that receipts and invoices are not acceptable as final documentation of the clearance. These are only useful if less than a year old allowing us to pull the official certificate.

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