State Police Criminal Record Check Clearance Instructions

1. https://epatch.state.pa.us/Home.jsp
2. Click “New Volunteer Record Check”
3. Scroll to bottom and click Checkbox under “Volunteer Acknowledgement Section”
4. Click “Accept”
5. This will take you to a form asking for your personal info
    a. Volunteer Organization Name is “Juniata Elementary PTO”
    b. Volunteer Organization Telephone Number (skip this)
    c. Your First Name
    d. Your Middle Name (optional)
    e. Your CURRENT legal last name
    f. Address
    g. 2nd Line address (optional)
    h. City
    i. State
    j. Zip Code
    k. Email Address
    l. Confirm Email Address
    m. Your phone number
6. Click “Next”
7. Verify all info is correct & Click “Proceed”
8. This will take you to another form that asks for your personal info
    a. Your first Name
    b. Your middle name (optional)
    c. Your CURRENT legal last name
    d. Suffix (optional)
    e. Identity Theft # (skip this)
    f. Social Security Number (optional, but recommended)
    g. Your birthday
    h. Your sex (optional)
    i. Your Race (optional)
9. In the boxes under “First”, “Middle”, and “Last/Maiden”, you would put any other names that you have ever been known as. If you got married ever, out your maiden name. If you changed your name for any reason, put your previous name. If this doesn’t apply to you, skip it.
10. Click “Submit this request”
11. It will bring up a page called “Record Check Request Review”
    a. If you need to make changes, this is your last chance: Click your name where it is blue
12. Click “Submit”
13. It will bring up a bar that shows your progress. Once it refreshes, you will see a page called “Record Check Request Results”
14. Click the blue Control Number in the first column of the displayed table
15. At the bottom right, there is a blue link that says “Certification Form”
16. Click “Certification Form” and it will bring up the file. **This** is the file PTO needs. Please save this file to your computer or print it out.
17. Send your copy of the file to jeptosecretary@jcsdk12.org or print it out and stick it in the PTO mailbox in the office.