

Pennsylvania Criminal Record Check – Application Instructions

Step 1: Go to the following website to apply for your Criminal Record Check. Click the link below or copy and paste into your browser: <https://epatch.pa.gov/home>

Step 2: Select “New Volunteer Record Check”

Step 3: After reading the Terms and Conditions, click box to agree then select “Accept”

Step 4: Fill in necessary information, click “Next.” Verify your information and select Proceed.

Step 5: Fill in necessary information and select “Enter This Request” (note, once you select “enter this request”, your information will clear. Please scroll down to see “Finished” button at the bottom and select it to move forward.

Step 6: Verify your information on the Record Check Request Review page and click “Submit”

Step 7: If your request comes up Under Review: Your record will be mailed to you at your home address. This will take an additional 2-4 weeks. When you receive this, bring it in to Children and Family Director.

Step 8: If your requests come up No Record: click on your CONTROL NUMBER to see your Certificate.

Step 9: Print your Certificate to mail or drop off at the church office, or scan to email your Certificate to church office: office@slpca.org. Also, print a copy to keep for yourself to use for other organizations that require this security clearance.