PA State Criminal History Check

Cost: FREE for volunteers!

Access online: https://epatch.pa.gov

Directions:

1. Go to https://epatch.pa.gov
2. Click on "New Volunteer Record Check."
3. Scroll to the bottom of the page and check off the "Volunteer Acknowledgement Section" to indicate that you agree to the terms and conditions. Then click "Accept."
4. Fill out the Personal Information section:
    1. For "Volunteer Organization Name," write *School District of Philadelphia*.
    2. For "Volunteer Organization Telephone Number," write 215-400-4180.
    3. Fill in the remaining boxes with your personal contact information. Once you finish, click "Next."
5. Click "Proceed."
6. Fill in the Record Check Request Form with your personal information. Please note: You are NOT required to include your Social Security Number, but doing so will allow you to receive your results more quickly.
7. Click "Enter This Request."
8. Click "Finished."
9. On the Record Check Request Review page, click "Submit."
10. Once the page loads, click the number under "Control #" in order to retrieve a receipt of the Criminal History Clearance. **It is recommended that you save or write down your 'Control #' for future reference and future access of your Criminal History Check.**
11. Click the link that says "Certification Form." Either print the form now or download it as a PDF by clicking "Save."

No Email? No Problem!

- Print and fill out a paper version of the clearance. Download here.
- Ask your Family Engagement Liaison for assistance.
- Come to our Parent and Family Resource Center at 440 N. Broad Street for assistance.

Questions? Need Assistance?

- For help in completing the PA State Criminal History Check, contact the PATCH Helpdesk **1-888-783-7972**