

# FOR PA. CRIMINAL RECORD CHECK

1. Go to <https://epatch.state.pa.us/Home.jsp>
2. Select "Submit a New Record Check" (Not Volunteer)
3. Scroll down, and accept terms and conditions
4. Select "Individual Request"
5. Complete Request Form
  - a. Reason for Request – "Employment"
  - b. Then "next" once completed
6. Confirm that all information is correct, then select "proceed"
7. Complete the required areas on the form
  - a. Select "Enter This Request" once completed
  - b. Include social security number to be more accurate and will help speed up the process
8. Select "View Queued Record Check Requests"
9. Then "save," and "Checkout"
10. Retrieve your results
  - a) Select your Control number, then "certificate form"
  - b) Save the certificate form of results to your computer and email it
  - c) Or print out your certificate and submit in to the office