

Pennsylvania Criminal Record Check Instructions

1. Go to the Pennsylvania Criminal Record Check website...
<https://epatch.state.pa.us/Home.jsp>
2. Select 'New Record Check' if you are getting these clearances with the sole intent of volunteering at Praise Community Church.
** These instructions are specific to those wanting to volunteer at Praise Community Church
** These clearances are free for volunteers
3. Read the information given. Complete the Volunteer Acknowledgement Section. Select 'accept' at the bottom of the page when finished.
4. Fill in all required information on the Personal Information page. Please enter Praise Community Church for the Volunteer Organization Name. The phone number for Praise Community Church is 717-505-3700. Select 'next' at the bottom of the page when finished.
5. Verify your information and select 'proceed' if information is correct.
6. Fill in the required information on the Record Check Request Form page. Select 'Enter This Request' at the bottom of the page when finished.
7. If there is no further information to add, select 'finished' on the bottom of the page. You do not need to fill out the form twice if all your information was filled out the first time.
8. Review the information on the Record Check Request Review. Select 'submit' at the bottom of the page when finished.
9. If there is no record, select the Control # listed under Record Check Requests. If there are charges that come up on your record, it may take awhile to receive the processed Criminal Record Check.
10. To access your Pennsylvania Criminal Record Check, select 'Certification Form.'
11. When you receive your Pennsylvania Criminal Record Check, please either print a copy and turn it in to Morgan Dietz or email the PDF version to morgan@praiseyork.com. Do not email the website link as I am unable to access your clearances that way.