PA Criminal Background Check Instructions

1. Go To https://epatch.state.pa.us/
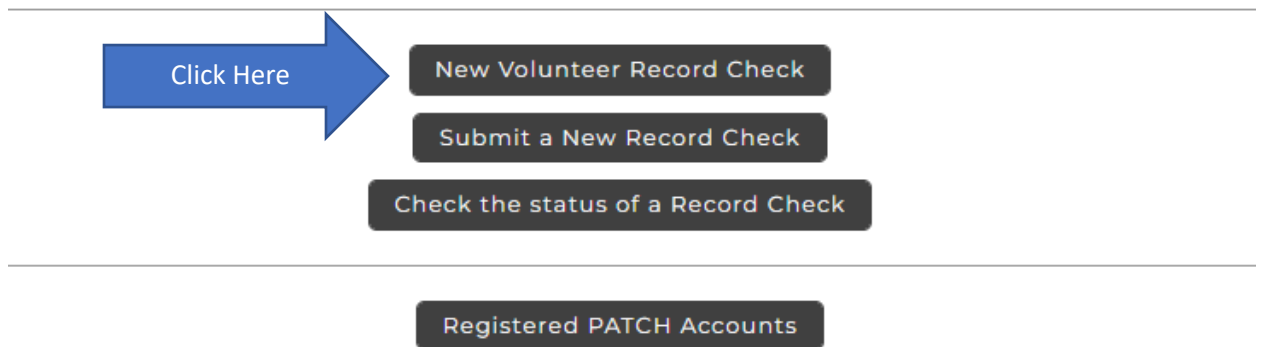2.

Welcome to Pennsylvania Access To Criminal History

unit will no longer mail out any PATCH check that is requested on the EPATCH web site. It v

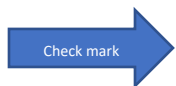responsibility of the requestor to print out the No Record or Record response.

PATCH Helpline 1-888-QUERY-PA (1-888-783-7972)

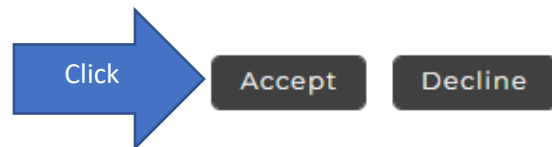All requests for Notarized copies of a Criminal Record Check MUST BE submitted by mail.

Click Here → New Volunteer Record Check

Submit a New Record Check

Check the status of a Record Check

Registered PATCH Accounts

3.

Volunteer Acknowledgement Section

Check mark → ☐ **By checking this box I verify that I am submitting this request for criminal I**
with my status as an unpaid volunteer. I understand that the $22 fee is beir
unpaid volunteer. I also understand that any false statements made on this
Pa.C.S. § 4904, relating to unsworn falsification to authorities and can be ;

Click → Accept   Decline

4. Insert "Redemption Church of PA" as Organization Name
5. Fill out all personal information fields
6. Use valid email address because the doc will get emailed to you, not us!
7. Click "Next"
8. Confirm information and click "Proceed"
   a. IT should be $0.00
9. Enter All personal information for "Record Check Request Form". Including any alias

10. Click the "Submit This Request" button
11. Verify the information of the request just entered and click "Submit"
12. After the form is done processing, you will see a pending certification – you must wait before printing until its out of the pending status.
13.

Record Check Request Results

*The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. **Please wait until processing has finished before reviewing any background checks**. Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.*

Record Check Requests

Search: [ ]

Control #	Subject Name	Date of Request	Status
R28272547	Your Name	12/22/2022 01:44 PM	Pending

Showing 1 to 1 of 1 entries

All your results have NOT been received. Please save the details of your background check, including the control number, and check back later for an updated status.

14. **You will receive an email once the status is no longer "pending" (Usually within 10 minutes)**
15. Below is an example of the email that contains the link to get the "confirmed" documentation that we need. Copy the control number and click the link

PATCH Request Completed External Inbox ×

RA-SPPATCH-E-Notify@pa.gov
to me ▾

This is a notification that the Pennsylvania State Police have completed the following PATCH Request(s), Control Number(s); R28272547.

https://epatch.pa.gov/RcStatusSearch

1:44 PM (24 minutes ago)

THIS EMAIL WAS SENT FROM AN UNMONITORED ACCOUNT. DO NOT REPLY TO THIS EMAIL. CONTACT THE PATCH HELP DESK AT 1-888-783-7972 FOR ANY ASSISTANCE.

16. Enter information and click search

Record Check Status

perform a search on a record check request you must enter in all the data exactly as it was entered for the original record check request.

* Control Number:	R28272547
* Request Date :	12/22/2022
* First Name:	Gregory
Middle Name:	Bernard
* Last Name:	Bolewitz

Search

17. It should find your record, click on it and proceed.

Search

Search Results

Show 10 ∨ entries   Search:

Control #	Subject Name	Date of Request	Status
R28272547	Bolewitz,Gregory Bernard	12/22/2022 13:44 PM	No Record

Click

Showing 1 to 1 of 1 entries   First   Previous   1   Next   Last

18.

Record Check Details

This screen displays the details of a particular record check request. The request process has been completed. **You may now print the certification form for your records**. Nothing will be mailed to you. To view/print the receipt associated with this record check request just click on the receipt **number** hyperlink. To view/print the certification form for this request click on the **Certification Form** hyperlink.

Control # ▮▮▮▮▮▮▮▮

▮ by Gregory Bolewitz

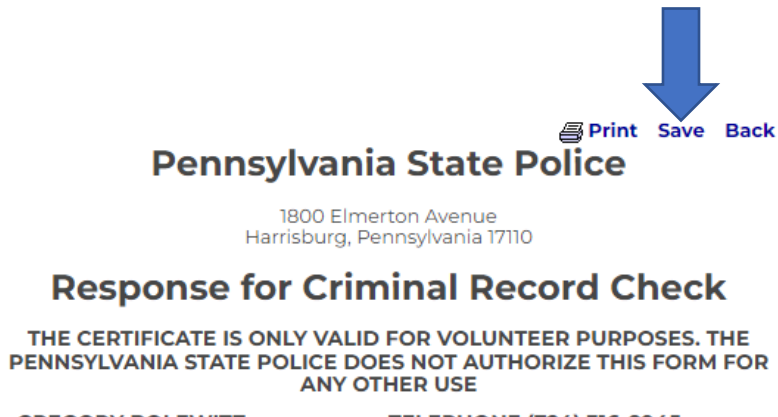|			
Subject Name:		**Status:**	Pending
Alias/Maiden Name 1:	Your Personal Info	**Request Date:**	12/22/2022 01:44 PM
Race:		**Last Update Date:**	12/22/2022 01:44 PM
Sex:		**Fee:**	$0.00
Date of Birth:		**Payment Method:**	Free
Social Security #:	xxx-xx-2086	**Receipt #:**	R28272547
Reason for Request:	Volunteer		

Click link → **Certification Form**

Back

19. A Message will show: Click "OK"

epatch.pa.gov says

Please use the File -> Print Preview... from your web browser menu to print this form. If the form does NOT fit on one page, re-configure your page margins, headers and footers.

OK

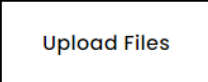20. Your certification will be displayed. Click "Save" and this file will be saved to your computer

21. Go back to https://redemptionpa.org/background-checks and use upload files button

22. Upload your document to this drive. If you have trouble, you can always email them to admin@redemptionpa.org, but the upload function is preferred.