

Guide to Submitting your Criminal Record Check

go to:

<https://epatch.state.pa.us/>



Welcome to Pennsylvania Access To Criminal History

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

[New Volunteer Record Check](#)

[Submit a New Record Check](#)

[Check the status of a Record Check](#)

Click
"New Volunteer
Record Check"

[Registered PATCH Accounts](#)

(Only used by pre-approved organizations)



-Scroll down to read and
acknowledge the terms before
checking the box
-Click “Accept”

Volunteer Acknowledgement Section

- By checking this box I verify that I am submitting this request for criminal history record information in connection with my status as an unpaid volunteer. I understand that the \$22 fee is being waived because of my status as an unpaid volunteer. I also understand that any false statements made on this form are subject to the penalties of 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities and can be punishable by fine or imprisonment.

Accept

Decline





Personal Information

Please fill in the following form prior to making your record check request. Fields marked with an * are required.

When an email address is entered an email confirming that the request was received by the Pennsylvania State Police will be sent. Another email will be sent when the request is completed.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost **\$ 0.00** dollars.

Reason For Request:

VolunteerFREE ▾

* Volunteer Organization Name:

Delaware County Literacy Council

Volunteer Organization Telephone Number:

(610) 876-4811



Enter “Delaware County Literacy Council” as our organization name and “610-876-4811” for our telephone number. Fill in the requested personal information and then click next.



Personal Information Review

Please verify the following information prior to clicking the "Proceed" button. If you need to make changes, click the "Back" button.

*Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost **\$ 0.00** dollars.*

Reason For Request: VolunteerFREE

Volunteer Organization Name: Delaware County Literacy Council

Volunteer Organization Telephone (610) 876-4811

Verify your information and click “Proceed”

Enter your personal information

Home Terms And Services Personal Information Personal Information Review **RECORD CHECK REQUEST FORM**

Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check on. First and middle names may NOT contain numbers, hyphens, apostrophes, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields marked with an * are required. To submit multiple requests, click the "Add Another Request" button. When finished entering requests, click the "Submit This Request" button.

* First name:


Middle Name:

* Last Name:

Suffix :

Identity Theft #: Only enter information if PATCH has supplied you with an ID Theft number

Social Security #: (xxxxxxxx) (Highly recommended)



Add Another Request

Submit This Request

Cancel

Click
"Submit the Request"



Record Check Request Review

Please review the following background check requests. Click on the hyperlink in the subject name column to modify that request. To add more background check requests, click the "Add Request" button. Once all the information is correct, click the "Submit" button to process your request.

The total charge for processing this request will be **\$ 0.00. Please do not refresh the web page or browser once the request has been submitted.**

Show entries

Search:

Subject Name	Identity Theft #	SSN	Date of Birth	Race	Sex
Russo, Marisa			<input type="text"/>	W	F

Showing 1 to 1 of 1 entries

Previous **1** Next

Add Another Request Cancel Submit



Click "Submit"



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

Show 10 entries

Search:

Control #	Subject Name	Date of Request	Status
R26900019	Russo,Marisa	04/12/2022 02:34 PM	No Record

Showing 1 to 1 of 1 entries

Previous 1 Next

Please tell us about your experience using PATCH by completing this short survey! [Click here for more information.](#)



Click on the control number hyperlink



Control #R26900019

Requested by M Russo

Subject Name: Russo,Marisa

Race: White

Sex: F

Date of Birth:

Social Security #:

Reason for Request: Volunteer

Status: No Record

Request Date: 04/12/2022 02:34 PM

Last Update Date: 04/12/2022 02:44 PM

Fee: \$0.00

Payment Method: Free

Invoice #:

[Certification Form](#)

[Back](#)



Click “Certification Form”

 [Print](#) [Save](#) [Back](#)

Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE
POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE

Click “Save” and check your computer’s Downloads folder for a PDF of the criminal record check form.

Please email your criminal record
check form as an attachment to

mrusso@delcoliteracy.org