

# PA Criminal History Clearance Instructions

**Step 1:** Go to: <https://epatch.pa.gov/home>

**Step 2:** Click **“New Volunteer Record”**

**Step 3:** Scroll to the bottom > **Volunteer Acknowledgment Section**  
a. Check Box and click **“Accept”**

**Step 4:** Fill out Pages:  
a. Personal Information  
b. Record Check Request Form (*social security number is optional but highly recommended*)

**Step 5:** Submit Request (FREE)

**Step 6:** You will receive **TWO emails**, including a link to the results:

**Email 1: Subject: PATCH Request Confirmation**

Contains your CONTROL NUMBER (example: R#####)

## PATCH Request Confirmation



RA-SPPATCH-E-Notify@pa.gov  
To Mary Richards



12:21 PM

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

This is a confirmation that the Pennsylvania State Police have received the following PATCH Request(s),  
**Control Number(s); R31356979.**

**Email 2: Subject: PATCH Request Completed**

Contains **Link** to access clearance results

# PATCH Request Completed



RA-SPPATCH-E-Notify@pa.gov  
To Mary Richards



12:21 PM

**CAUTION:** This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

This is a notification that the Pennsylvania State Police have completed the following PATCH Request(s), Control Number(s); R31356979.

[https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fepatch.pa.gov%2fRcStatusSearch&c=E,1,dlyHdjVV3WTRRScq5heA9QkJFDrtgloak\\_QP3kDXjclYXXimWpixqjtqd-dfiToKwHtXYuDhIAXz2wmmnjMDW4NWDf2NPYc84gsgHG2z0maGyw,,&typo=1](https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fepatch.pa.gov%2fRcStatusSearch&c=E,1,dlyHdjVV3WTRRScq5heA9QkJFDrtgloak_QP3kDXjclYXXimWpixqjtqd-dfiToKwHtXYuDhIAXz2wmmnjMDW4NWDf2NPYc84gsgHG2z0maGyw,,&typo=1)

**Step 7:** Click **Link** in email and input **Control Number, Request Date, Name > Search**  
Click **Control #** to view results

## Record Check Status

To 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. if a middle name was entered on the original request the you must enter the name exactly.

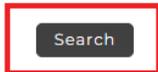
\* **Control Number:**

\* **Request Date:**

\* **First Name:**

**Middle Name:**

\* **Last Name:**



Search Results

Show  entries

Search:

Control #	Subject Name	Date of Request	Status
<b>R31356979</b>	Richards,Mary	07/16/2024 12:20 PM	No Record

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

Click control number to Proceed

Step 8: Click **Certification Form** to view Clearance Certificate Results

### 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 # R31356979

Requested by Mary Richards

<b>Subject Name:</b> Richards,Mary	<b>Status:</b> No Record
<b>Race:</b> Unknown	<b>Request Date:</b> 07/16/2024 12:20 PM
<b>Sex:</b> Unknown	<b>Last Update Date:</b> 07/16/2024 12:21 PM
<b>Date of Birth:</b> 02/11/1991	<b>Fee:</b> \$0.00
<b>Social Security #:</b>	<b>Payment Method:</b> Free
<b>Reason for Request:</b> Volunteer	<b>Receipt #:</b> <b>R31356979</b>

[Certification Form](#)

Step 9: **SAVE** Official Clearance Results and **EMAIL to [Maryrichards@bmpc.org](mailto:Maryrichards@bmpc.org)**

[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

MARY RICHARDS  
625 MONTGOMERY AVE  
BRYN MAWR PA 19010-3424

TELEPHONE (610) 322-7842

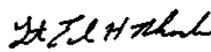
TO WHOM IT MAY CONCERN:  
THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

<b>Name:</b>	Richards,Mary
<b>Date of Birth:</b>	02/11/1991
<b>Social Security #:</b>	
<b>Sex:</b>	Unknown
<b>Race:</b>	Unknown
<b>Date of Request:</b>	07/16/2024 12:20 PM
<b>Purpose of Request:</b>	Volunteer

Maiden Name and/or Alias (3)  
(1) (4)  
(2) (5)

\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R31356979 \*\*\*

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.pa.gov/RcStatusSearch>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE. QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

**Certified by:**  DISSEMINATED ON: 07/16/2024 12:21 PM

**Lt. Earl H. Rhoades**  
Director, Criminal Records and Identification Division  
Pennsylvania State Police