

Applying for the Pennsylvania State Police Criminal Background Check - Act 34

FOR CLERGY AND PAID STAFF

1. Go to <https://epatch.state.pa.us>
2. Partway down the page, click on "Submit a new record check".
3. Follow instructions. (Call the Helpdesk at 1-888-783-7772 if assistance is needed.)
4. \$22 Fee. (Effective December 1, 2017)
5. If no criminal record, clearance will be generated immediately, AND THEN PRINT.
6. Original must be reviewed by church for verification of authenticity, and a copy is made, initialed and dated by person viewing it for the church's records and give the original back to the individual.
7. Clearances are good for 5 years (60 months). *Any change of address necessitates a new clearance.*

FOR VOLUNTEERS

1. Go to <https://epatch.state.pa.us>
2. Part way down click on "New record check (Volunteers Only)".
3. Follow instructions. (Call the Helpdesk at 1-888-783-7772 if assistance is needed.)
4. Free of charge once every 57 months if volunteer swears or affirms that:
 1. The background certification is necessary to satisfy the requirements of the Pennsylvania Child Protective Services Law;
 2. The volunteer has not received a background certification free of charge within the previous 57 months;
 3. The volunteer understands that the certification shall not be valid or used for any other purpose.
4. If all of this is correct, then check the box.
5. If no criminal record, clearance will be generated immediately, AND THEN PRINT. Original must be reviewed by church for verification of authenticity, and a copy is made, initialed and dated by person viewing it for the church's records and give the original back to the individual.