

## Online link for Volunteers

(Non-school Regular/Occasional Volunteer, School Regular/Occasional Volunteer, Volunteer Driver, Girl Scout Leader)

PA State Police Criminal Record Check and PA Child Abuse History Certification fees for volunteers will continue to be waived one time within a 5-year period.

## Pennsylvania State Police Criminal Record Check

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

Free of Charge

### Steps to obtain a PA State Police Criminal Record Check

1. Choose the yellow box "New Record Check" (Volunteers Only).
2. Check the Volunteer Acknowledgement Section box and click the Accept button.
3. Choose "Volunteer FREE" as the reason for the request complete the Personal Information form and click the next button.
4. Review the information, click the back button to make corrections or click the Proceed button.
5. Complete the Record Check Request Form and click Enter this Request (Not entering the Social Security number may cause a delay in the issuing of the clearance).
6. When you are done entering requests click the Finished button.
7. Click Submit button to proceed to the Record Check Request Results page.
8. After a few minutes the request should be processed. Click on the Control Number hyperlink to view the details of a specific record check.
9. When the Record Check Details page appears, print a copy for your records and then click on Certification Form for your official clearance.
10. Print your certificate (print 2 copies and keep one for your records) Your Certificate will print with the word "Volunteer" in the background. This clearance cannot be used for employment purposes.
11. At this point you also have the option of saving the clearance to your computer.

**Volunteers must present the results of their PA State Police Criminal Record Check, PA Child Abuse History Certification and, if required, Federal Criminal History Record Information before beginning to volunteer in a parish, school or agency. (see Policy, Section III A., pp. 8 & 10)**