

## Clearance Process – Volunteer

1. Pennsylvania Access to Criminal History (PATCH)
  - a. Website: <https://epatch.state.pa.us/Home.jsp>
  - b. On the homepage, selected “New Record Check (Volunteers Only)”
  - c. Read “Terms and Conditions for the use of PATCH.” At the bottom of the page answer, “Do you accept with these Terms and Conditions?”
  - d. Fill out personal information.
  - e. Once a criminal history check has been requested, one of the following possible responses will be immediately received: Pending, No Record, or Request Under Review.

Pending indicates that a response from the Criminal History system did not come back quick enough. If this is the response received, please check the status of this request at a later time.

A response of No Record indicates that, based on the data entered by the user, that there is no criminal history information contained in the files of the Pennsylvania State Police Central Repository.

A response of Request Under Review does not indicate a criminal record.

2. Department of Human Services Child Abuse History Clearance
  - a. See other handout
3. Federal Criminal History Record Information (fingerprints) – Out of state volunteers only
  - a. Register at <http://www.pa.cogentid.com/index.htm>
  - b. Select the Department of Human Resources
  - c. Under “Registration” click “Register Online”
  - d. Read through the “Memorandum of Understanding”
  - e. Fill out your information
    - i. Reason Fingerprinted: 23PACSA6344.2 DHS Volunteer
  - f. Fingerprint – can occur at Public Safety with an appointment
    - i. Bring your Registration Receipt and an acceptable photo ID