



Pennsylvania State Police Response for Criminal Record Check (free for volunteers)

- Go to <https://epatch.state.pa.us/>
- Click “New Record Check.”
- Read the Terms and Conditions for the use of PATCH (Pennsylvania Access To Criminal History). Scroll down and click on the box under the Volunteer Acknowledgement Section.
- Click “Accept.”
- On the next page, enter North Way Christian Community as the Organization Name and 724-935-6800 as the Organization Telephone Number.
- Continue entering your Personal Information. Then, click “Next.”
- Review your Personal Information entered. If all is correct, click “Proceed.”
- On the next page, enter the required information. If you have a maiden name or nickname, enter them as “Alias 1” “Alias 2” etc. When finished, click “Enter This Request.”
- Your information will now appear and will also indicate if an item was found. Click “Submit.” Once processed, click on the blue Control # to the left of your name (it begins with an “R”).

**Note: The screen you see now is not your clearance result. It shows that you completed the process. Please continue with the instructions to obtain your clearance result.*

- Click on the blue words “Certification Form.”
- A copy of your Pennsylvania State Police Response for Criminal Record Check appears on the screen. To print a copy or save as a PDF, click “Print.”

Submit the clearance result to your ministry leader or directly to our North Way HR Department at alanak@northway.org.