

Background Check Directions

(Here are the steps)

1. Visit <https://epatch.state.pa.us/Home.jsp>
2. Click the **yellow** button that reads **"New Record Check"** (for volunteers)
3. Scroll to the bottom of the page, check the box at the bottom and click **"accept"**
4. Fill out all of the information in the boxes and click: **"Next"**
5. Review the information, make sure it is accurate. Click: **"proceed"**
6. Fill out all the information on the page. Especially the forms with the * next to them. Then click: **"enter this request"**
7. It will then direct you to the same page you were just on, but at the bottom, click the button that says: **"finished"** under [View Queued Record Check Requests\(1\)](#)
8. On the next page, click: **"submit"**
9. A status bar will then pop up and it will read: "processing requests"
10. Once it's done, under Control #, click the **blue number** next to your name.
11. Then click on: **"certification form"**
12. It will then take you to the completed form. You can print it off and give it to the YFC Staff member that's in charge of your ministry area.

If you have any issues, contact the staff person in charge of your area.