

PA State Criminal History Background Check

Instructions for Online request:

Website: Epatch.state.pa.us/Home.jsp

- Click on the **box- New Volunteer Record Check – Volunteers Only (FREE of charge)**
- Next page will display **Terms and Conditions**
- Click to **check the box** to Accept Terms and Conditions. Click **Accept**
- Fill in Personal **Information for the organization. Click Next.**
- Personal Information Review - Click **Proceed**
- Record Check Request Form: Fill in your **name, SSN, and DOB**. Sex and Race (optional)
- Click **Submit This Request** – then click **Finished**
- Request Queue pops up - click **submit**
- Click **Certification Form** and print or save your certification.

Please mail a copy of report to Kathy Mitchell, or email to mitchellkat@diakon.org

**Kathy Mitchell
Manager, RSVP of Berks, Pike and Wayne
Lutheran Home at Tipton
1 South Home Avenue
Tipton, PA 19562
610-682-1351**

Please contact me if you have questions or need help with this. If you do not have access to a computer, I will be happy to assist you.