



## **Pennsylvania State Police Clearance Step By Step**

1. Go to website <https://epatch.state.pa.us/Home.jsp>
2. Click on the Yellow Box on the home page – New Record Check Volunteers Only
3. Terms and Conditions Page
  - Check the Volunteer Acknowledgement Section at the bottom, click Accept
4. Personal Information Page
  - Make sure to also enter the name of the volunteer organization: DCP Theatre – 215-234-0966
  - Click Next at the bottom
5. Personal Information Review Page
  - Click Proceed if all information is correct
6. Record Check Request Form
  - Enter in your own information – you are the one making the request
7. Review Check Request Form
  - Review information
  - Select Finish at bottom
8. Record Check Request Submit
  - Select Submit
9. Processing Record Check – Please Wait
10. Record Check Request Results
  - Click on the highlighted # under the Control #
11. Check Records Details
  - Click on the Blue Certification Form
12. Official Form Page
  - Save