

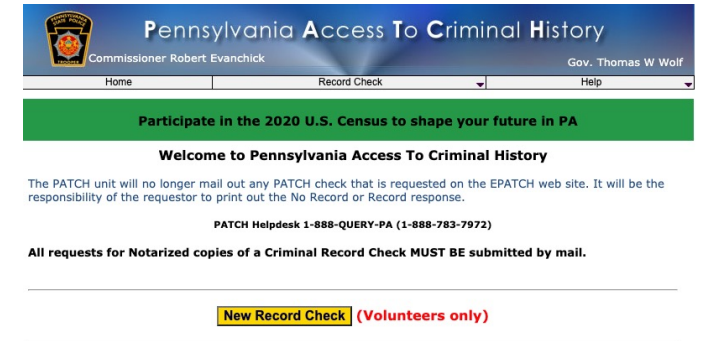


Clearance Instructions for Westminster Presbyterian Church

PA State Background Check

Step 1

- Access this address:
<https://epatch.state.pa.us/Home.jsp>
- Click new record check for volunteers (note: Safari web browser does not support this process well)
- Agree to terms and conditions
- Fill out your personal information and include the Westminster contact info at the top of the page
 - It is recommended to include your email address even though it is not required.



Reason For Request:
Volunteer Organization Name:
Volunteer Organization Telephone Number:
First Name:
Middle Name:
Last Name:
Address Line 1:
Address Line 2:
City:
State:
Zip:
Country:
Email Addr:
Confirm Email Addr:
Phone Number:

VolunteerFREE ▾

Westminster Presbyterian Church *

4128356630

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Pennsylvania ▾ *

*

UNITED STATES ▾

*

Step 1

- Review personal information and click proceed

Personal Information Review

Please verify the following information prior to clicking the "Proceed" button. If you need to make changes, click the "Back" button.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost **\$ 0.00** dollars.

Reason For Request: VolunteerFREE
Volunteer Organization Name: Westminster Presbyterian Church
Volunteer Organization Telephone Number: (412) 835-6630

Requestor Name:
Address:
Country:
Email Addr:
Phone Number:

[Home](#) | [Record Check](#) | [Help](#) | [Privacy Policy](#) | [PA State Police Home Page](#)

Step 2

- Re-enter your personal information and click enter this request

Record Check Request Form

Please enter as much information as possible for the individual you would like to perform a background check on. First and middle names may **NOT** contain numbers, hyphens, apostrophes, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields marked with an * are required. To submit multiple requests, click the "Add Request" button. When finished entering requests, click the "Finished" button.

First Name:	<input type="text"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	*
Suffix:	<input type="text"/>	
Identity Theft #:	<input type="text"/>	
Social Security #:	<input type="text"/>	(xxxxxxxx) (Highly recommended)
Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>	(mm/dd/yyyy) *
Sex:	<input type="text" value="Unknown"/>	
Race:	<input type="text" value="Unknown"/>	

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 2

- The page will refresh and the form will become blank. There will be blue words added to the bottom of the page. Click finished.
- The next page will list your name. Click submit.

First Name: *

Middle Name:

Last Name: *

Suffix:

Identity Theft #:

Social Security #: (xxxxxxxx) (Highly recommended)

Date of Birth: / / (mm/dd/yyyy) *

Sex: ▾

Race: ▾

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

[View Queued Record Check Requests\(1\)](#)

Step 3

- This clearance is ready instantly. The data base will search for you and come up with this result
- Click the blue control number to the left of your name

Record Check Request Results

The results of your background check requests are displayed below. This page will automatically refresh several times and update the status of your record checks. **Please wait until processing has finished before reviewing any background checks.** Once processing is complete, click on the Control Number hyperlink to view the details of a specific record check.

Record Check Requests			
Control #	Subject Name	Date of Request	Status
R239143		08/05/2020 02:09 PM	No Record

One item found. **1**

Step 4

- Click the blue link to certification form at the bottom of the screen

Record Check Details

*This screen displays the details of a particular record check request. The request process has been completed. **You may now print the certification form for your records.** Nothing will be mailed to you. To view/print the invoice associated with this record check request just click on the invoice **number** hyperlink. To view/print the certification form for this request click on the **Certification Form** hyperlink.*

Control #R23914301

Requested by

Subject Name:
Alias/Maiden Name 1 :
Race:
Sex:
Date of Birth:
Social Security #:
Reason for Request:

Status:
Request Date:
Last Update Date:
Fee:
Payment Method:
Invoice #:

[Certification Form](#)

Back

Step 4

- This is the page you need to print and submit to Laura Ecklin digitally at Ecklin@Westminster-church.org
Or by mail to 2040 Washington Rd
Pittsburgh, PA 15241
- THANK YOU! We so appreciate your dedication to Westminster!

 [Print](#) [Save](#) [Back](#)

Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check


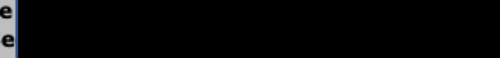
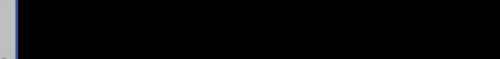
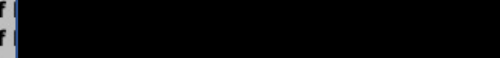

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE



TEL 

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT

Date	
Social Security Number	
Date of Birth	
Purpose of Request	
Maiden Name and/or Alias (1)	
(3)	(4)

***** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL #R23914301 *****

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.