

PENNSYLVANIA CRIMINAL HISTORY CHECK

VOLUNTEER ONLY!

CENTRAL FULTON SCHOOL DISTRICT
151 E. CHERRY ST.
MCCONNELLSBURG, PA 17233
(717) 485-3183

Electronic Submission via the Pennsylvania Access to the Criminal History (PATCH) website:

1. Access the PATCH website <https://epatch.state.pa.us> - 24 hours/day, 7 days/week
2. From the homepage, click on "New Record Check (Volunteers only)"
 - a. Effective July 25, 2015, this clearance is FREE for volunteers
3. Next, you will be presented with the Terms and Conditions for the use of PATCH. Read carefully and complete the Volunteer Acknowledgement Section at the bottom of the page. Click "Accept."
4. Continue through the application process by completing the requested fields (note: for VOLUNTEER ORGANIZATION NAME and TELEPHONE NUMBER fields, enter "**Central Fulton School District**" and **(717) 485-3183**).
5. On the Record Check Results page, click on the Control # listed. This will take you to the Record Check Details page. Click on "Certification Form" on the Record Check Details page to access a printable certificate validating that a record check was conducted for the named individual (you). Please write down the Control Number and the Request Date. This information, OR a copy of the Certification Form, should be provided to the Human Resources Department in order to validate the results. Make sure you keep a copy for yourself. By law, Human Resources **CANNOT** provide a copy of the clearance results to the applicant.
6. Once this background check has been requested, one of the following possible responses will be immediately received:
 - a. "NO RECORD" - indicates that there is no criminal history information contained in the files of the Pennsylvania State Police Central Repository. THE CERTIFICATION FORM/SCREEN FOR "NO RECORD" SHOULD BE PRINTED AND USED AS THE ORIGINAL. This will need to be returned to Human Resources. A copy will be made for your file and the original returned to you.
 - b. "PENDING" - indicates that a response did not come back quick enough. If this is the response received, please check the status at a later time.
 - c. "REQUEST UNDER REVIEW" - indicates that the user must periodically check back to determine that final status which would be either "NO RECORD" or "RECORD"
 - d. All "RECORD" status responses will be mailed to the address provided by the applicant and this document must be provided to Human Resources. A copy will be made for your file and the original returned to you.

OR PAPER SUBMISSION via form SP4-164A, Pennsylvania State Police Request for Criminal Record Check
VOVNTEER ONLY:

1. Request form 5P4-164A from Human Resources or from the Pennsylvania State Police website www.psp.pa.gov (scroll down and click on "Request a Criminal History Record" under PSP SERVICES). Scroll down the page and select the appropriate form for volunteers
2. Form can be completed online and then printed. For the VOLUNTEER'S AGENCY/ORGANIZATION name, enter "**Central Fulton School District.**"
3. Effective July 25, 2015, the cost for this clearance (certification) is FREE for Volunteers.
4. Mail application to: Pennsylvania State Police, Central Repository-RCPU, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758
5. The State Police will process the applications as they arrive. The State Police will return the Criminal Record Check to the applicant by mail within approximately 4 weeks. To inquire on the status of your Criminal Record Check, call 1-888-QJERYPA (1-888-783-7972).
6. The original background check results need to be submitted to Human Resources. The original will be reviewed, a copy will be made for your personnel file, and the original returned to you.