

## **Instructions for Volunteers on how to complete the application for Pennsylvania Access To Criminal History (PATCH) site.**

Click: New Record Check (Volunteers only)

Click: Accept – Terms and Conditions for the use of PATCH

### Personal Information

- *The information provided on this page is to be completed by the person performing the background check*
- *Each individual must obtain background certificates on his/her own behalf and freely submit this information to the Diocese in order to be employed or volunteer with youth.*

Reason for Request: Employment \* VolunteerFREE (automatically pre-populated field)

\*The lines indicated with an asterisk is a must complete line.

Complete information of the person performing the background check – the person performing the background check should be the individual for whom the certificate is being obtained

Click: Next

### Personal Information Review

Verify the personal information of the person performing the background check is correct

Click: Proceed

Complete the Record Check Request form by filling in the required fields.

### Record Check Request Form

Verify First Name, Last Name and Date of Birth information as is correct – Spelling – SSN – Date of Birth

Click: Enter this Request

Record Check Request Form page will refresh to original screen

Click: Finished

### Record Check Request Review

Review background check request to verify personal information is correct

Click: Submit

### Record Check Request Results

Click: Control # (hyperlink)

Record Check Details

Click: Certification Form (hyperlink)

Print/Save: Certification Form

Questions: Please direct calls to the PATCH Helpdesk – 1-888-783-7972