



Directions for Completing The State Police Background Check

1. Go to <https://epatch.state.pa.us/>
2. Click the button that says "New Record Check."
3. Check the box to accept the terms and Conditions.
4. Click Accept at the bottom of the page.
5. The information you need for this page....
 - a. Name of the Organization you are helping.
 - b. Sacred Heart's phone number (570-523-3104).
 - c. Your name, address, phone number, and email.
6. After filling out the necessary information click "Proceed" at the bottom of the page.
7. Information needed for the next page....
 - a. Your name, social security number, date of birth, gender, and race.
 - b. If you have a maiden name, or an alias, you will need to enter that as well.
 - c. You do not need to enter an identity theft number.
8. Click "Enter Request" at the bottom of the page.
9. Click "Finished" at the bottom of the page.
10. Click "Submit."
11. Your control number and results should appear, click on your control number.
12. Click "Certification Form" in the middle of the page to open your certificate.
13. Print and return your certificate to Sacred Heart Parish.