Your volunteer position requires that you secure the Act 34 Pennsylvania Access to Criminal History (PATCH) every 60 months.

You are required to provide original documentation of this clearance by the expiration date provided to you by the Volunteer Services Department. Due to this stringent timeline, you are required to initiate the process to obtain this clearance as soon as possible. Failure to provide this information within the specified time frame or unsatisfactory and/or discrepant results may disqualify you from a volunteer services position.

Once you receive your official Act 34 PATCH report, you will be required to provide this to the Volunteer Services Department.

ACT 34 – Pennsylvania Access to Criminal History (PATCH)

This clearance is free of charge for volunteers. Carefully review the following information:

1. Go to [https://epatch.state.pa.us/](https://epatch.state.pa.us/) and select New Record Check (Volunteers only) to initiate the application.
2. When completing the application, make sure to note the following:
   - Reason for Request will default to VolunteerFREE
   - Input UPMC as Volunteer Organization Name
   - To receive your clearance accurately and quickly, please enter all information, including Social Security Number
3. Once the application is submitted, make sure to save the Control Number that is provided. This number is the main record for retrieving the clearance and should be stored in your personal records.

**Important Notice: The ACT 34 PATCH certification form MUST be printed or saved immediately; once you close out of the results, you will have no further access to the document. Please be advised that we cannot accept a receipt or invoice in place of the actual certification form (as shown above), and you will be required to apply for a new clearance if the original document is not saved (*additional fees may apply for re-application).*

Once the application has been submitted, results may be returned in two methods.

**METHOD 1 – RESULTS POSTED IMMEDIATELY ONLINE**

Once the application has been submitted, if the status states No Record, your results have been completed and are posted online. To print a copy of the results:

- Click on the link under the Control #
- Click on Certification Form, located at the bottom of the webpage
- Print out the webpage to turn into your Human Resources office or to your department manager

**METHOD 2 – RESULTS NOT POSTED IMMEDIATELY**

Once the application has been submitted, if the status states Request Under Review, your results are still being processed and will take two to four weeks to be returned. Results can be listed as under review for a variety of reasons: common name, previous criminal history, etc. To monitor the status of your request:

- Go to [https://epatch.state.pa.us/](https://epatch.state.pa.us/) and select Check the status of a Record Check, located on the bottom left-hand side of the webpage
- Enter the following information to retrieve your request: Control Number, First Name, Last Name, Date of Request
  - Please note: this information must be entered exactly as you listed on your original application
- If the results indicate No Record, your Act 34 clearance has been completed:
  - Click on the link under the Control #
  - Click on the Certification Form, located at the bottom of the webpage
  - Print out the webpage to turn into your Human Resources office or department manager
If the results indicate **Record**, your Act 34 clearance will be mailed to the address you provided:

- Once you receive the document, you must turn in your clearance and rap sheet forms to your Human Resources office or department manager.