

Steps to Obtain Criminal History Clearance online

1. Go to <https://epatch.state.pa.us/Home.jsp>
2. Click "New Record Check" (beside Volunteers only)
3. Review Terms and Conditions
 - a. At the bottom of the page, check the box in the Volunteer Acknowledgement Section.
 - b. Click "Accept"
4. Complete Personal Information
 - a. For the Volunteer Organization Name, type "Pequea Valley Youth Baseball"
 - b. Click "Next" at the bottom
5. Review Personal Information
 - a. Click "Proceed"
6. Complete Record Check Request Form
 - a. Click "Enter this Request" (** This will bring up another Record Request Form. This is in case you were making multiple requests. Leave this one blank.)
 - b. Click "Finished" at the bottom of the page
7. Review Record Check Request
 - a. Read instructions
 - b. Click "Submit"
8. Record Check Request Results
 - a. Wait while the record check processes. The "Status" column in the table will say Pending
 - b. When complete, the "Status" column will update. It will read "No Record" if nothing was found.
9. View and Print the Certification
 - a. In the "Control #" column, click on the Control Number hyperlink to view the details.
 - b. Click "Certification Form" to display the certification
 - c. Print copies of the certification form (1 for your records and 1 for PVYB)