



PA CRIMINAL HISTORY GUIDE

CADETS ARTS & ENTERTAINMENT, INC.

Follow this guide to obtain your Pennsylvania Criminal History Background Clearance.

1. VISIT PATCH WEBSITE

Click epatch.state.pa.us/Home.jsp to visit the **P**ennsylvania **A**ccess **T**o **C**riminal **H**istory website

2. CHOOSE OPTION & FOLLOW PROMPTS

FOR VOLUNTEERS

- Choose **New Record Check** (volunteers only)
- Agree to the terms and continue

New Record Check (Volunteers only)

FOR PAID STAFF

- Choose **Submit A New Record Check** (paid staff only)
- Agree to the terms and continue
- Choose **Individual Request**

Submit a New Record Check

3. RECEIVE CLEARANCE & UPLOAD TO THE CADETS HR SYSTEM

Your clearance is sent to you immediately. Once received, contact Michele Teevan at mteevan@cadets.org to uploading instructions.