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 Pennsylvania Access To Criminal History 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.