



## PA CRIMINAL RECORD CHECK - ACT 34 (ONLINE INSTRUCTIONS)

- Using Web Browser (such as Internet Explorer) - Navigate to <https://epatch.state.pa.us/>
- CLICK **"New Record Check"** (**Volunteers Only**)
- Read the **Terms and Conditions for the use of PATCH**
- Scroll down and CHECK the BOX verifying you are a Volunteer
- CLICK **"ACCEPT"**
- Enter Information Requested
  - Bridgeville Athletic Association is the Organization
  - Organization Phone Number is *NOT* Required
  - Provide your Name and Address
  - Your Email Address is *NOT* Required
  - Provide your Phone Number
- CLICK **"NEXT"**
- Review the Personal Information and CLICK **"PROCEED"**
- Enter the new Information Requested (No dashes or periods)
- Verify that all information is correct and CLICK **"ENTER THIS REQUEST"**
- You have the option to enter another request
- When finished entering requests, CLICK **"FINISHED"**
- A list of the Queued requests will appear. If finished, CLICK **"SUBMIT"**
- A CONTROL # and your Record Check Status will be displayed
- Make Note of the CONTROL # and the Date of Submission
- CLICK THE **"CONTROL #"** to view your Record Check
- CLICK **"CERTIFICATION FORM"** hyperlink to view a Printable Version
- Print two copies (One for your Records and one for the BAA)
  - Submit one copy to:

**Wendi Duffill**  
649 Gregg Avenue  
Bridgeville, PA 15017  
Phone: (412) 221-1995  
Email: [wduffill@bridgevilleball.com](mailto:wduffill@bridgevilleball.com)

- For questions regarding the PA State Police website, call (888) 783-7972, Option 2

**PA RECORD CHECKS MUST BE SENT TO THE BAA BY MARCH 11<sup>th</sup>, 2017**