

PA PSP BACKGROUND CHECK INSTRUCTIONS

- 1) Go to: <https://epatch.state.pa.us/Home.jsp>
- 2) Click on “New Record Check (Volunteers Only)”
- 3) Accept the Terms on this Page to proceed.
- 4) Fill in the Information in the Appropriate Fields as show below. The Vice-President of Collingdale Fire Company #1 is the Requestor for if you have a criminal record, a copy of your criminal background check will be mailed to the Fire Company to his or her attention. After you fill in the information, click “Next” to proceed.

Reason For Request: VolunteerFREE ▾

Volunteer Organization Name: Collingdale Fire Company 1 *

Volunteer Organization Telephone Number: 6105833040

First Name: Daniel *

Middle Name:

Last Name: Harold *

Address Line 1: 510 Clifton Ave *

Address Line 2:

City: Collingdale *

State: Pennsylvania ▾ *

Zip: 19023 *

Country: UNITED STATES ▾

Email Addr: dharold1980@yahoo.com

Phone Number: 6105833040 *

Cancel Next >

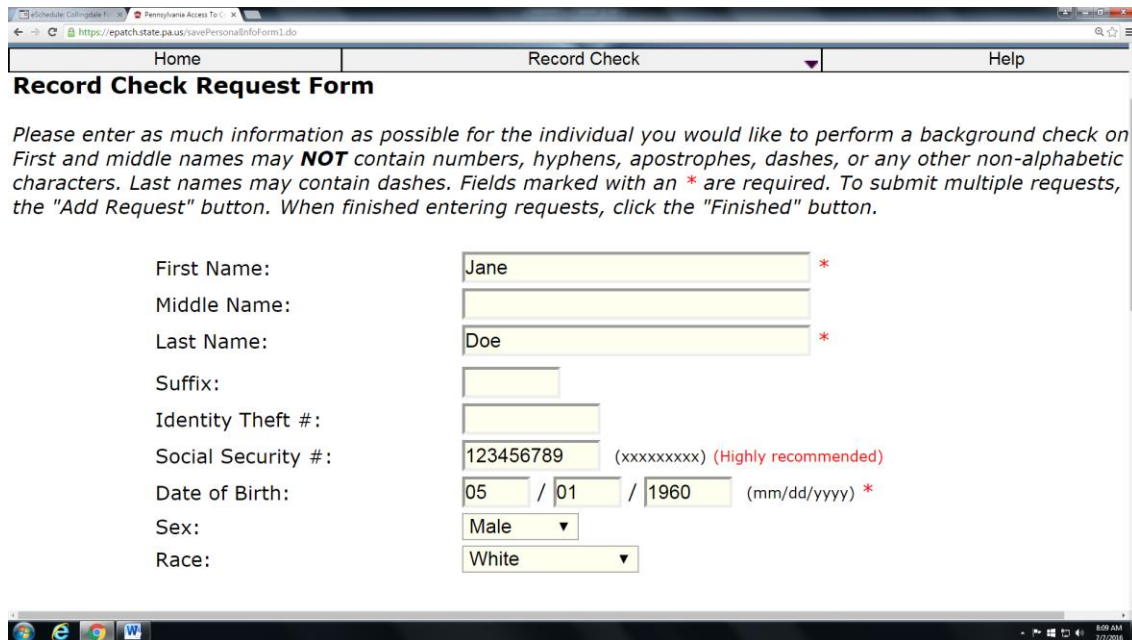
[Home](#) | [Record Check](#) | [Help](#) | [Privacy Policy](#) | [PA State Police Home Page](#)

8:06 AM
7/7/2016

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5) Verify the Information is correct and hit “Proceed”

6) Enter your personal Information on this Page then click on “Enter Request”. See Below for an Example:



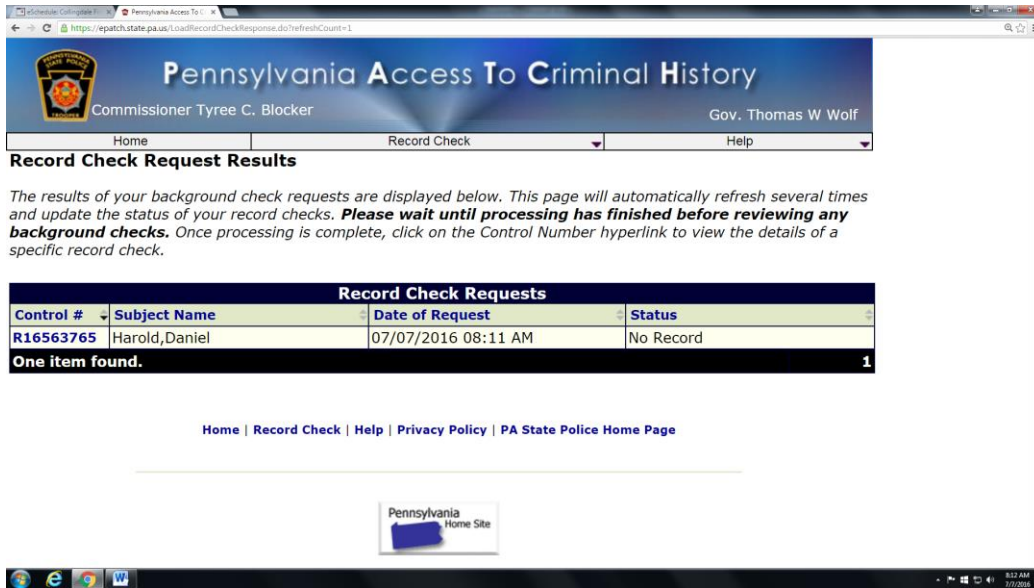
The screenshot shows a web browser window with the URL <https://epatch.state.pa.us/savePersonalInfoform1.do>. The page title is "Record Check Request Form". The browser's address bar shows "Home", "Record Check", and "Help". Below the title, there is a paragraph of instructions: "Please enter as much information as possible for the individual you would like to perform a background check on. First and middle names may **NOT** contain numbers, hyphens, apostrophes, dashes, or any other non-alphabetic characters. Last names may contain dashes. Fields marked with an * are required. To submit multiple requests, the "Add Request" button. When finished entering requests, click the "Finished" button." The form fields are as follows:

First Name:	<input type="text" value="Jane"/>	*
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="Doe"/>	*
Suffix:	<input type="text"/>	
Identity Theft #:	<input type="text"/>	
Social Security #:	<input type="text" value="123456789"/>	(xxxxxxxx) (Highly recommended)
Date of Birth:	<input type="text" value="05"/> / <input type="text" value="01"/> / <input type="text" value="1960"/>	(mm/dd/yyyy) *
Sex:	<input type="text" value="Male"/>	
Race:	<input type="text" value="White"/>	

7) After you click on “Enter Request,” Click on the Tab that says “Finished” to advance to the Next Page. Verify the Information is Correct and hit Submit to process your background check.

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8) If No Record Exist, you should get a response that looks like the below:



NOTE: If your status shows “Request under Review,” you **MUST** print out this page so you do not lose your Control #. In 2-3 weeks, your Request should be finalized and you will need your Control # and Date of Request to access your Clearance Form.

9) If your Status shows “No Record”, click on the Control #. In this case, the #R16563765. This will bring you to another page. On this page, Click on the link that says “Certification Form” and hit ok.

10) This is a copy of your Criminal Background Check Clearance. Print out a copy for your records and also a copy for Collingdale Fire Company #1 to include in their files.

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If you have any questions or concerns or if are having difficulty completing your PSP Criminal Background Check, please do not hesitate to contact Vice-President Daniel Harold via email at dharold1980@yahoo.com.

Please do not email me a copy of your Background Check Clearance. Bring a copy to the Fire House and leave it in the Vice-President Mailbox in the Trustee's Office or hand it to me at the Monthly Company Meeting.

Thank you,

**Daniel Harold
Vice –President
Collingdale Fire Company #1**