

How to Submit a PATCH Clearance

- Select “New Record Check (Volunteers Only)”:



Welcome to Pennsylvania Access To Criminal History

Response times for record requests labeled "UNDER REVIEW" vary depending upon the volume of requests received. While every attempt is made to process inquiries as quickly as possible, turnaround times on these requests can be expected to take between four to six weeks. We apologize for any inconvenience as we process all requests as quickly as resources allow.

PATCH Helpdesk 1-888-QUERY-PA (1-888-783-7972)

All requests for Notarized copies of a Criminal Record Check **MUST BE** submitted by mail.

New Record Check (Volunteers only)

- ▶ **Submit a New Record Check** (requires a credit card)
- ▶ **Check the status of a Record Check**

Registered Users

Username:
Password:

- After accepting Terms and Conditions, fill in required fields and select “Next”:

Reason For Request:	VolunteerFREE ▾
Volunteer Organization Name:	AFS-USA *
Volunteer Organization Telephone Number:	<input type="text"/>
First Name:	John *
Middle Name:	<input type="text"/>
Last Name:	Smith *
Address Line 1:	123 Main Street *
Address Line 2:	<input type="text"/>
City:	Anytown *
State:	Pennsylvania ▾ *
Zip:	10000 *
Country:	UNITED STATES ▾
Email Addr:	<input type="text"/>
Phone Number:	555-123-4567 *

• Fill in required fields and select “Enter This Request”:

First Name: *

Middle Name:

Last Name: *

Suffix:

Social Security #: (xxxxxxxx) (Highly recommended)

Date of Birth: / / (mm/dd/yyyy) *

Sex: ▼

Race: ▼

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

• When finished entering requests, select “Finished”:

First Name: *

Middle Name:

Last Name: *

Suffix:

Social Security #: (xxxxxxxx) (Highly recommended)

Date of Birth: / / (mm/dd/yyyy) *

Sex: ▼

Race: ▼

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alias 4	<input type="text"/>	<input type="text"/>	<input type="text"/>

View Queued Record Check Requests(1)

- To submit clearance, select “Submit”:

The total charge for processing this request will be \$ 0.00. Please do not refresh the web page or browser once the request has been submitted.

Request Queue				
Subject Name	SSN	Date of Birth	Race	Sex
Smith, John Joe		01/01/1990	W	M
One item found.				1

- To view the status of your clearance, select the control #:

Record Check Requests			
Control #	Subject Name	Date of Request	Status
R15690691	Smith, John Joe	02/02/2016 12:02 AM	No Record
One item found.			1

- Select “Certification Form” to access your certificate. This certificate should be emailed to cbc@afsusa.org or faxed to 646-937-6050.

Control #R15690691

Requested by Lauren Amaral

Subject Name: Smith, John Joe Race: White Sex: M Date of Birth: 01/01/1990 Social Security #: Reason for Request: Volunteer	Status: No Record Request Date: 02/02/2016 12:02 PM Last Update Date: 02/02/2016 12:06 PM Fee: \$0.00 Payment Method: Free Invoice #: R15690691
--	--

[Certification Form](#)