How to Submit a PATCH Clearance

· **Select "New Record Check (Volunteers Only)":**

· **After accepting Terms and Conditions, fill in required fields and select "Next":**

· Fill in required fields and select "Enter This Request":

First Name:	John	*
Middle Name:	Joe	
Last Name:	Smith	*
Suffix:		
Social Security #:		(xxxxxxxx) (Highly recommended)
Date of Birth:	1 / 1 / 1990	(mm/dd/yyyy) *
Sex:	Male ▼	
Race:	White ▼	

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1			
Alias 2			
Alias 3			
Alias 4			

[Enter This Request] [Cancel]

· 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:	Unknown ▼	
Race:	Unknown ▼	

Aliases and/or Maiden Name

	First	Middle	Last/Maiden
Alias 1			
Alias 2			
Alias 3			
Alias 4			

[Enter This Request]

View Queued Record Check Requests(1)

[Finished] [Cancel]

· 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

[Add Request] [Cancel] [Submit]

· 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	**Status:**	No Record
Race:	White	**Request Date:**	02/02/2016 12:02 PM
Sex:	M	**Last Update Date:**	02/02/2016 12:06 PM
Date of Birth:	01/01/1990	**Fee:**	$0.00
Social Security #:		**Payment Method:**	Free
Reason for Request:	Volunteer	**Invoice #:**	R15690691

Certification Form

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