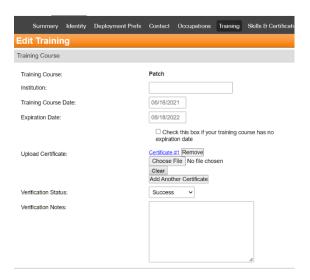The Commonwealth of Pennsylvania has ceased to conduct background checks for volunteers signed up in the ServPA Volunteer Database and has requested that local organizations handle this themselves. A new volunteer who signs up now in ServPA is required to obtain their own **FREE** proof of Background Check and upload it to their ServPA account.

The Background Check was updated annually but now the volunteer must take on that responsibility to update their own accounts for whom they volunteer. This includes the <u>CCDC and is a required qualification</u>. For current members, below is a clip from a ServPA that shows the uploaded Background Check.

This is an issue now because local organizations relied upon this requirement of lawful due diligence by the Commonwealth and were provided a volunteer vetting check point that no longer exists. <u>We must require you to get a Background Check </u>because of the changes enacted by ServPA.

Please complete this procedure to attend CCDC Functions

♦ Go to https://epatch.pa.gov/home and then click on the "New Volunteer Record Check" button

♦ Download and save the certificate

♦ Upload the certificate into ServPA-Your Account>Training>using "Patch" and enter the date of the certificate as the course date and **two years** in the future as expiration date.

♦ Upload the certificate (shown on the next page) as the answer to a Qualification Question in Galaxy, too!
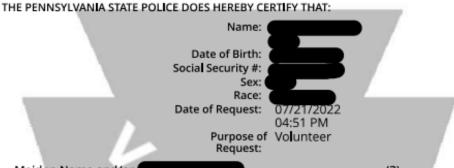
Pennsylvania State Police

1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

THE CERTIFICATE IS ONLY VALID FOR VOLUNTEER PURPOSES. THE PENNSYLVANIA STATE POLICE DOES NOT AUTHORIZE THIS FORM FOR ANY OTHER USE

TELEPHONE ████████

████████████

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: ████████

Date of Birth: ████

Social Security #: ████

Sex: ████

Race: ████

Date of Request: 07/21/2022 04:51 PM

Purpose of Request: Volunteer

Maiden Name and/or ████████ (3)

Alias (1) (4)

(2) ████████

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL # ████████

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (https://epatch.state.pa.us/RCStatusSearch.jsp) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE. QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

[signature]

Lt. Earl Rhoades
Director of Criminal Records & Identifiation
Pennsylvania State Police

DISSEMINATED BY: ████
07/28/2022 07:05 PM