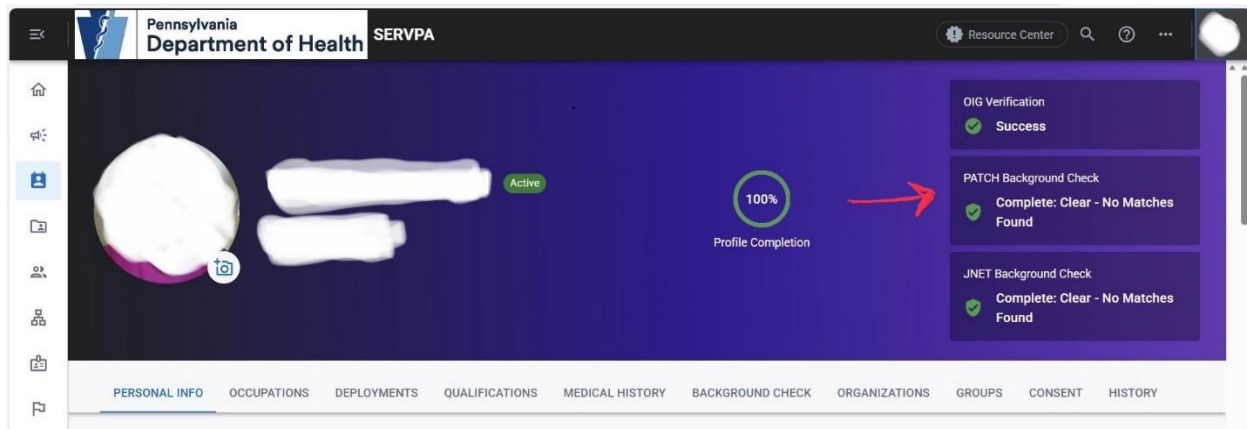


All Delaware County volunteers are required to obtain a free PATCH background check every two years and upload the certificate to the Galaxy Qualifications page. You are no longer required to upload the certificate to SERVPA.

NEW SERVPA PLATFORM:

This is an example of your SERVPA dashboard. SERVPA does not update PATCH background checks. The PATCH status (at the red arrow) on your dashboard may or may not be accurate. You can ignore that status. Instead, you will continue to upload your certificate to your Galaxy account (instructions below)



HOW TO OBTAIN YOUR BACKGROUND CHECK:

1. Go to this link: <https://epatch.pa.gov/home> (Welcome to Pennsylvania Access to Criminal History).
2. Click the black bar NEW VOLUNTEER RECORD CHECK.
3. Check the box to indicate you are applying as a volunteer and won't be charged a fee.
4. Click ACCEPT.
5. On the next page, fill in the blanks on every line marked with a red asterisk. Organization is Citizen Corps of Delaware County. Organization phone number is not needed.
6. Click NEXT. Review the information for correctness, click PROCEED.
7. Again, fill in the blanks. Social Security number is not required but is recommended as it speeds up the turnaround time to receive your certificate.
8. Click SUBMIT THIS REQUEST. Review for correctness again, click SUBMIT.
9. The next page will give you a CONTROL NUMBER. Keep this number until you actually receive your certificate. You use the control number and date of application to look up the status if there is a delay.
10. You will receive an email "Patch request confirmation".
11. You will receive a second email "Patch request completed". The email contains your control number and a link to get your certificate.
12. Enter your control number, name, date of your request, Click SEARCH.

13. On the next page, click on the control number. This opens the page “Record Check Details”. Near the bottom of the page click CERTIFICATION FORM
14. Click PRINT in the upper right hand corner. You can print to your printer and later scan the document, or you can print directly to pdf (if your print software allows that).

HOW TO UPLOAD YOUR CERTIFICATE TO YOUR GALAXY QUALIFICATIONS:

1. Log in to your Galaxy account. <https://ccdcresi.delcocitizencorps.org/user/dashboard/>
2. Click on the drop down in the upper right corner, just to the left of the HELP button. From the menu, select QUALIFICATIONS. Choose PATCH, upload your file, and enter the expiration date (two years from the date of the certificate).

SAMPLE PATCH CERTIFICATE

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

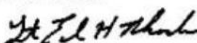
Maiden Name and/or Alias (1) ██████████ (3)

(2) ██████████ (4)

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

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