

Continuing Education Office 1500 4<sup>th</sup> Avenue Altoona, PA 16602 adulted@gactc.edu (814) 946-8469

## PA Criminal Background Directions

- Go to: <u>https://epatch.state.pa.us/Home.jsp</u>.
- Click "Submit a New Record Check".
  - Scroll down and click accept.
  - Individual request.
  - Fill out next two pages.
  - Important: When you are asked the purpose of the clearance, you must choose "Employment." Do not complete the volunteer application.
  - If all the information is correct, click submit.
- You will need a credit or debit card for the \$22.00 fee.
- After you pay, you will be taken to a page that shows your control number, subject name, date of request, and status. Click directly on the control number (it will be blue).
- On the next page, you will see Record Check Details. Underneath your information, click directly on the words "Certification Form." It will bring up a PDF document of your clearance.

 Download the PDF of your background check and attach it to an email to send to practicalnursing@gactc.edu. If you prefer to mail the document, address to: Greater Altoona Career & Technology Center Continuing Education 1500 Fourth Avenue Altoona, PA 16602

• In some cases, you may receive a message of "pending" or "under review" instead of the clearance. If this happens, you will need to go back to this site on your own to check for it (you will not be notified when it is ready). To check it, you will need to go back to the website and check the status of a record check. You will need your control number and the date you applied. Please note: You must check it within a month because the checks will expire after a month and you will no longer be able to access it.