

# Pennsylvania State Clearance

<https://epatch.state.pa.us>

## For Volunteers Only

1. Click the yellow "New Record Check" button (volunteers only).
2. Review the Terms & Conditions, check the acknowledgement checkbox at the bottom, and then click on the Accept button.
3. Fill in the required information, click Next. For Volunteer Organization Name, type "Hermitage School District"
4. Review the information and click Proceed if it's correct
5. You should be able to print your clearance when completed. Print this page, regardless of your results. You will need this information to check the status in the future.
  - a. "No Record" – Can be printed immediately.
  - b. "Under Review" – Can be printed within a few days, check daily.
  - c. "Record" – Can be printed within a few days and will also be mailed to the address you provided.

You can, at any time, check the status of a record by clicking on the blue "Check the Status of a Record Check". You will need the information listed below:

- Control number assigned upon registration
- Your name (how you entered it upon submission)
- Date the request was submitted.