Steps to get a Pennsylvania State Police (PSP) Background Check

LOCAL EMERGENCY MANAGEMENT COORDINATOR

1) Go to: https://epatch.pa.gov/home

2) Are you being financially compensated for your Emergency Management responsibilities?

   If YES: Select the "Submit a New Record Check (requires a credit card)" link

   ▸ **Submit a New Record Check** (requires a credit card)

   If NO: Select the yellow box that says "New Record Check (Volunteers Only)"

   New Record Check **(Volunteers only)**

3) Carefully read the "Terms and Conditions" statement and, if you agree, check the box at the "Volunteer Acknowledgement Statement" at the bottom of the page. Then click "Accept"

4) Fill in your agency's information into all of the blank fields. Under "Volunteer Organization Name," type the name of your borough or township. For example, "Tioga Borough." Once you've completed all of the fields, click "Next"

5) Once you've correctly verified the information, click "Proceed"

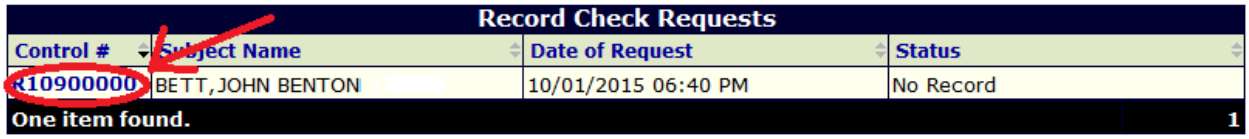
6) Enter all of **YOUR INFORMATION** into this screen and click "Enter This Request"

7) Click "Finished"

8) Review the "Request Queue" to ensure that the information listed is correct. If you want to make changes or re-check additional details, click on your name (should be highlighted as a link) and it will bring you back. If all information is correct, click "Submit"

9) Wait a few seconds and the title on the box should change to "Record Request Results." **YOU ARE NOT DONE**

10) Click on the blue number listed in the "Control Number" column. This will bring you to your receipt (if you paid for the background check). **YOU ARE NOT DONE**



Record Check Requests

Control #	Subject Name	Date of Request	Status
R10900000	BETT,JOHN BENTON	10/01/2015 06:40 PM	No Record

One item found. 1

11) Click on "Certification Form" and it will ask you to use the File/Print Preview form to print the document. Just click "Ok." This will bring your results.

12) Click on "Print" on the top of your screen and print out a copy for your records. Also be sure to write down the Control Number so you have it for future reference (you can give this control number to an employer or volunteer coordinator and they can print your results right from there)

13) **CLICK SAVE** on the top right of the screen and save the file as a .pdf (This way you can create an email and include the .pdf as an attachment and mail your document in to someone).

14) Email this to the Tioga County Emergency Services at emergencyservices@tiogacountypa.us

For any questions, please call the Tioga County Department of Emergency Services number 570-724-9110 during regular business hours.