UPMC LIFE CHANGING MEDICINE
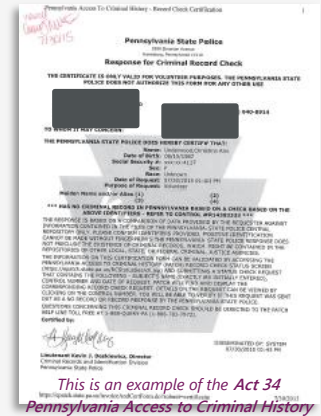
ACT 34 – PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH)

Your volunteer position requires that you secure the **Act 34 Pennsylvania Access to Criminal History (PATCH)** every 60 months.

You are required to provide original documentation of this clearance **by the expiration date provided to you by the Volunteer Services Department. <u>Due to this stringent timeline, you are required to initiate the process to obtain this clearance as soon as possible.</u>** Failure to provide this information within the specified time frame or unsatisfactory and/or discrepant results may disqualify you from a volunteer services position.

Once you receive your official Act 34 PATCH report, you will be required to provide this to the Volunteer Services Department.

*This is an example of the **Act 34 Pennsylvania Access to Criminal History***

ACT 34 – Pennsylvania Access to Criminal History (PATCH)

This clearance is free of charge for volunteers. Carefully review the following information:

1. Go to https://epatch.state.pa.us/ and select **New Record Check (Volunteers only)** to initiate the application.
2. When completing the application, make sure to note the following:
   - Reason for Request will default to **VolunteerFREE**
   - Input **UPMC** as Volunteer Organization Name
   - To receive your clearance accurately and quickly, please enter all information, including Social Security Number
3. Once the application is submitted, make sure to save the **Control Number** that is provided. This number is the main record for retrieving the clearance and should be stored in your personal records.

**Important Notice: The ACT 34 PATCH certification form MUST be printed or saved immediately; once you close out of the results, you will have no further access to the document. Please be advised that we cannot accept a receipt or invoice in place of the actual certification form (as shown above), and you will be required to apply for a new clearance if the original document is not saved (*additional fees may apply for re-application).

Once the application has been submitted, results may be returned in two methods.

METHOD 1 – RESULTS POSTED IMMEDIATELY ONLINE

Once the application has been submitted, if the status states **No Record**, your results have been completed and are posted online. To print a copy of the results:

- Click on the link under the **Control #**
- Click on **Certification Form**, located at the bottom of the webpage
- Print out the webpage to turn into your Human Resources office <u>or</u> to your department manager

METHOD 2 – RESULTS NOT POSTED IMMEDIATELY

Once the application has been submitted, if the status states **Request Under Review**, your results are still being processed and will take two to four weeks to be returned. Results can be listed as under review for a variety of reasons: common name, previous criminal history, etc. To monitor the status of your request:

- Go to https://epatch.state.pa.us/ and select **Check the status of a Record Check**, located on the bottom left-hand side of the webpage
- Enter the following information to retrieve your request: Control Number, First Name, Last Name, Date of Request
  - Please note: this information must be entered exactly as you listed on your original application
- If the results indicate **No Record**, your Act 34 clearance has been completed:
  - Click on the link under the **Control #**
  - Click on the **Certification Form**, located at the bottom of the webpage
  - Print out the webpage to turn into your Human Resources office <u>or</u> department manager

- If the results indicate **Record**, your Act 34 clearance will be mailed to the address you provided:
  - Once you receive the document, you must turn in your clearance and rap sheet forms to your Human Resources office _or_ department manager