



Volunteer Background Check Requirement

As part of our volunteer policy, anyone joining us for **more than one volunteer experience** must complete a **free Pennsylvania Access to Criminal History (PATCH) background check** before their second visit.

Completing this check is simple and only takes a few minutes. You can complete it **at home** or **on-site at the HELP Center** if you don't have computer access.

How to Complete Your PATCH Check

1. Go to the [PATCH website](#).
2. Select **"New Volunteer Record Check."**
3. Review the **Terms and Conditions**, check the box, and click **"Accept."**
4. Enter the required information, then click **"Next."**
5. On the final page, provide any additional details (not all fields are required) and click **"Submit."**
6. You'll receive an email confirming your request.
 - o **Save or write down your Control Number.**
 - o You can return to the PATCH homepage and select **"Check the Status of a Record Check"** to view your results.
7. Once your status no longer says *Pending*, a link to your **Certification Form** will appear.
 - o Please **save and email your form to sherir@uwbucks.org** or **print and bring it** to your next volunteer experience.

Need Help?

If you don't have access to a computer, you can complete the check **on-site at the HELP Center** with assistance from our staff.

Thank you for taking this step to help keep the HELP Center a safe and welcoming place for everyone!