

Pennsylvania

*The following instructions were written for Early Childhood Education students who attend the University of Delaware but have lived in Pennsylvania and need to obtain those out-of-state clearances. **If you are not a UD student, you will need to contact the state directly for additional help.***

Criminal Record Check Services:

- Go to the state [EPATCH](#) website.
- Click “New Volunteer Record Check”.
- Read the information carefully, then click on “Accept”.
- Fill out Volunteer Information:
 - University of Delaware, Office of Clinical Studies
 - 302-831-6778
- Fill in your personal information, then “Next”.
- Check over all your information and then “Proceed.”
- When you receive a copy of your results, send to clinicalstudies@udel.edu.

Adam Walsh/Child Protective Service Background Record Request:

- Go to [PA Child Welfare Portal](#).
- Create an individual account.
- On the next page, click on “Profile Information”.
- Fill in the information to create a new Keystone ID and click “Finish”
- Go back to [PA Child Welfare Portal](#).
- Go to “Individual Login”, then “Access my Clearances”. There you will find the online documents you need to get this clearance.

If you have any problems, send an email to clinicalstudies@udel.edu.