

## **MANDATORY CRIMINAL BACKGROUND CHECKS**

**The total cost for the three clearances is \$58.85 at your expense.**

*Be sure to allow time to receive your results as this process can take 6-8 weeks.*

*An accepted elective offer will not be confirmed without providing all required clearances.*

*Clearance applications, unofficial results, or third-party background checks do not satisfy the requirement.*

Additional information about clearance requirements in Pennsylvania is available at:

<https://www.dhs.pa.gov/providers/Clearances-and-Licensing/Pages/Clearances-and-Licensing.aspx#>

**1. Medical students enrolled in Canada or other international institutions are required to submit just the completed PA Act 34 report and the completed application form for the PA Act 33 at the time of applying. The completed PA Act 33 report must be submitted upon receiving it in the mail. The PA Act 73 report is then required to be completed in person in Pittsburgh, upon acceptance and arrival.**

### **2. PENNSYLVANIA STATE CRIMINAL BACKGROUND CHECK FOR EMPLOYMENT/ACT 34 (\$22.00 fee)**

- <https://epatch.state.pa.us/Home.jsp>
- Select "Submit a New record Check (requires a credit card)"
- Read the terms and click "Accept"
- Enter an "Individual Request", not a Company Request
- Reason for Request: Employment, or Child Care Employment
- Company Name: Leave blank, it's an optional field.
- \*International Students may list their address as: 3550 Terrace Street, Pittsburgh, PA 15261
- Proceed through the remaining screens.
- PDF/Screenshot of certificate is to be uploaded into VSLO or paper application. Be sure you click the link to see an actual certificate, not just the confirmation of whether there was a record found or not.

### **3. PENNSYLVANIA STATE CHILD ABUSE CLEARANCE/ACT 33 (\$13.00 fee)**

- Download and complete the clearance application form:  
<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/CY113%20form%20-%20English.pdf>
- For purpose of certification, select "Employee of child care services"
- For address, please list an address that you will be able to receive the completed form at. Completed reports are mailed back to students, and will then need to be scanned and sent directly to us.
- **Once the form is complete, take a clear scan or photo of it to submit with your visiting elective applications as proof the process has been started.** The completed report will then be required to be submitted to us before your elective begins, if accepted.
- Mail the form to the address listed in the instructions, with the required payment enclosed.
- The completed report can take 6-8 weeks to receive back in the mail, at the mailing address you listed.

### **4. FBI FINGERPRINTING CLEARANCE/ACT 73 (estimated \$23.85 fee) - upon arrival in Pittsburgh**

- <https://uenroll.identogo.com>
- Students should use service code: 1KG756
- Be sure to read all instructions carefully as you proceed.
- Employer Info: University of Pittsburgh School of Medicine, 3550 Terrace St., Scaife Hall, Pittsburgh, PA 15261
- Select Schedule or Manage Appointment.
- An Act 73 original certificate will be mailed to you 4-6 weeks after mailing in your fingerprint cards or after being fingerprinted at a Pennsylvania Identogo site. Be sure to provide an address where you can easily access mail.
- The certificate can then be scanned and submitted into the post-decision requirement slot in your accepted VSLO application, or emailed to [MSRIS@medschool.pitt.edu](mailto:MSRIS@medschool.pitt.edu) if you applied through the paper application.

# Completed Report Samples



## PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

CERTIFICATION ID: [REDACTED]  
 CERTIFICATION PURPOSE: EMPLOYMENT  
 VERIFICATION DATE: 5/3/2021  
 SOCIAL SECURITY #: [REDACTED]  
 DATE OF BIRTH: [REDACTED]

The above named person has applied for a Pennsylvania Child Abuse History Certification pursuant to 23 Pa. C.S., Chapter 63 related to the Child Protective Services Law. NO RECORDS EXIST in the Pennsylvania Department of Human Services' Statewide database listing [REDACTED] as a perpetrator of an Indicated or Founded report of child abuse.

Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

ISSUED BY Commonwealth of Pennsylvania  
 Department of Human Services  
 CHILDLINE AND ABUSE REGISTRY  
 ChildLine Verification Unit  
 P.O. Box 8170  
 Harrisburg, PA 17105-8170  
 1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT



046390

CY8930 - 6/00

**PA Act 33**

## Pennsylvania State Police

1800 Eisenhower Avenue  
Harrisburg, Pennsylvania 17110

## Response for Criminal Record Check

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name: [REDACTED]  
 Date of Birth: [REDACTED]  
 Social Security #: [REDACTED]  
 Sex: [REDACTED]  
 Race: [REDACTED]  
 Date of Request: 04/26/2021 09:04 PM  
 Purpose of Request: Employment

Maiden Name and/or Alias (1) (2)  
 (3) (4)

\*\*\* HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL # [REDACTED] \*\*\*

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES. THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN (<https://epatch.state.pa.us/RCStatusSearch.jsp>) AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE. QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

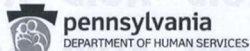
Certified by:

*Lt. Earl H. Rhoades*

Lt. Earl H. Rhoades  
 Director of Criminal Records & Identification  
 Pennsylvania State Police

DISSEMINATED BY: SYSTEM  
04/26/2021 09:05 PM

**PA Act 34**



SSN: [REDACTED]  
TCN: [REDACTED]

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa. C.S. Chapter 63). The following is the result of your federal criminal history background check as of 05/13/2021:

- NO RECORD EXISTS**
- RECORD EXISTS**, but conviction(s) does not prohibit hire in a childcare position according to the Child Protective Services Law.
- RECORD EXISTS**, but no conviction(s) is shown. This does not prohibit hire in a childcare position according to the Child Protective Services Law.
- DISQUALIFICATION** - Record exists and contains a conviction(s) that is grounds for denying employment in a childcare position according to the Child Protective Services Law.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from 5 years following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification to the prospective employer immediately upon receipt.

Sincerely,

Christine Reber, Division Director  
 Bureau of Policy, Programs and Operations

Office of Children, Youth and Families  
ChildLine and Abuse Registry / FBI/ADAMWAI-SH UNIT  
PO Box [REDACTED] pa.gov

**PA Act 73  
Before 04/2021**



SSN: [REDACTED]  
TCN: [REDACTED]

Your Federal Bureau of Investigation (FBI) fingerprint based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law (Title 23, Pa. C.S. Chapter 63). The following is the result of your federal criminal history check as of 06/20/2021:

- ELIGIBLE**: You are permitted to work or volunteer with children.
- INELIGIBLE**: You are not permitted to work or volunteer with children.

If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from five years following receipt of verification by making written request to the address listed below.

Respectfully,  
Clearance Verification Unit

CY7881.1 4/01

P.O. B.

**PA Act 73  
After 04/2021**