### 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:

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

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://www.education.pa.gov/Educators/Clearances/PATCH/Pages/default.aspx
- 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 \$25.25 fee) - after acceptance but before your 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/receipt can then be scanned and submitted into the post-decision requirement slot in your accepted VSLO application, or emailed to MSRIS@medschool.pitt.edu before elective arrival if you applied by paper application.

## **Completed Report Samples**

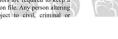


#### PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

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

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 as a perpetrator of an Indicated or Founded report of child

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

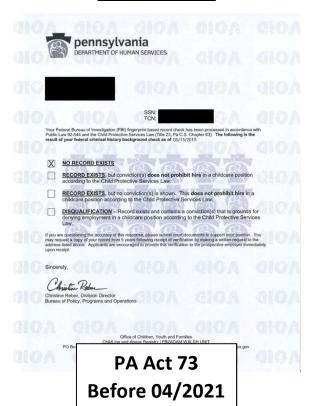


ISSUED BY Commonwealth of Pennsylvania Department of Human Services CHILDLINE AND ABUSE REGISTRY ChildLine Verification Unit P.O. Box 8170 Harrisburg, PA 17105-8170 1-877-371-5422

#### ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT



# PA Act 33



### Pennsylvania State Police

### **Response for Criminal Record Check**



DISSEMINATED BY: SYSTEM 04/26/2021 09:05 PM Lt. Earl H. Rhoades
Director of Criminal Records & Identification
Pennsylvania State Police

PA Act 34

