

## **MANDATORY CRIMINAL BACKGROUND CHECKS**

**The total cost for the three clearances is \$43.75 at your expense.**

*Be sure to allow time to receive your results as this process can take up to 4-6 weeks.*

*Your application will not be complete without all three 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:

<http://www.dhs.pa.gov/publications/findaform/childabusehistoryclearanceforms/index.htm#.Vl3y>

### **1. PENNSYLVANIA STATE CRIMINAL BACKGROUND CHECK FOR EMPLOYMENT/ACT 34 (\$8.00 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.
- Proceed through the remaining screens.
- Print-out of certificate viewed online is acceptable. Be sure you click the link to see an actual certificate, not just the confirmation of whether there was a record found or not.

### **2. PENNSYLVANIA STATE CHILD ABUSE CLEARANCE/ACT 33 (\$10.00 fee)**

<https://www.compass.state.pa.us/CWIS>

- Select "CREATE INDIVIDUAL ACCOUNT"
- Navigate through the Keystone ID account creation and check your email for the temporary password
- Return to <https://www.compass.state.pa.us/CWIS>
- Select "INDIVIDUAL LOGIN" and follow instructions to change password and log back in
- Select "Access Clearances" Students should check the **CHILD CARE EMPLOYMENT** option for the Purpose of Clearance.
- Form may be mailed in or submitted online. We will accept a print-out of online certificate or certificate received by mail.

Some students outside the US may experience difficulties with the web form. A paper clearance request can be downloaded here:

[http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s\\_001762.pdf](http://www.dhs.pa.gov/cs/groups/webcontent/documents/form/s_001762.pdf) . Results will be returned to you via postal mail.

### **3. FBI FINGERPRINTING CLEARANCE/ACT 73\* (\$25.75 fee)**

- [http://www.pa.cogentid.com/index\\_dpwNew.htm](http://www.pa.cogentid.com/index_dpwNew.htm)
- Students should select the **DEPARTMENT OF HUMAN SERVICES** from the main page.
- Be sure to read all instructions carefully as you proceed.
- Select Registration>Register Online.
- 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 Cogent site. Be sure to provide an address where you can easily access mail.

US students who are unable to be printed electronically at a Cogent site within Pennsylvania should register with Cogent online at the above link and then mail their fingerprint cards to Cogent as instructed on Cogent's website.

Applicants can download and print the required fingerprint cards from the FBI's website at:

<https://www.fbi.gov/file-repository/standard-fingerprint-form-fd-258-1.pdf>

The FBI requests two (2) separate sets of fingerprint cards be submitted.

ALL STUDENTS ATTENDING MEDICAL SCHOOL IN THE US OR PUERTO RICO MUST SUBMIT AN ACT 73 CERTIFICATE BEFORE THEIR APPLICATION CAN BE VERIFIED BY STUDENT AFFAIRS. NO EXCEPTIONS.

\*Medical students enrolled in Canada or other international institutions should contact [visiting@medschool.pitt.edu](mailto:visiting@medschool.pitt.edu) for instructions.

If you encounter any problems completing this process, contact Cogent Support: 1-888-439-2486.

If you do not receive your results within 4 weeks, call (717) 783-6211.

**Still have questions? Need help?**

**Contact the Office of Student Affairs Visiting Student Coordinator at:**

[visiting@medschool.pitt.edu](mailto:visiting@medschool.pitt.edu)