VISITING NORTH AMERICAN APPLICANT INFORMATION
(LCME ACCREDITED AND OSTEOPATHIC SCHOOL APPLICANTS)
QUESTIONS AND/OR CONCERNS:

EMAIL: schedulingrecords@medschool.pitt.edu

MANDATORY
CRIMINAL BACKGROUND CHECK RESULTS
ALL students regardless of home state

Allow ample time to receive your documentation as this process can take a minimum of four (4) weeks to complete. Your applications will not be complete without the clearances.

SUBMIT ACTUAL RESULTS OF BACKGROUND CHECKS

COPIES OF APPLICATIONS ARE NOT ACCEPTABLE

THIRD PARTY BACKGROUND CHECKS ARE NOT ACCEPTABLE

BACKGROUND CHECK WEBSITES LISTED BELOW

CRIMINAL BACKGROUND CHECKS
LISTED BELOW within one (1) year for the date of the actual elective.
(MUST BE INCLUDED IN APPLICATION PACKET)

PENNSYLVANIA STATE CRIMINAL BACKGROUND CHECK/ACT 34
http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&PageID=458621&mode=2
($10.00 FEE)
Form may be completed online
Must provide actual report (application is not acceptable proof)

PENNSYLVANIA STATE CHILD ABUSE CLEARANCE/ACT 33
http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm

Follow directions on the site
($10.00 FEE)

Students should check the CHILD CARE box on the Purpose of Clearance section.
MAIL FORM TO THE ADDRESS AT THE TOP OF THE FORM
Must have actual report (application is not acceptable proof of clearance)
FBI FINGERPRINTING CLEARANCE/ACT 73
http://www.pa.cogentid.com/index.htm
SELECT: DEPARTMENT OF PUBLIC WELFARE
Fee: $27.50

Access the Cogent site to begin the process: https://www.cogentid.com/index.htm
If you encounter any problems completing this process, please contact COGENT directly

Cogent Applicant Processing Center
1-877-996-6277
or
614-822-2420

Submitting a Fingerprint Card

Fingerprint cards are the only option for out-of-state applicants or optional for applicants who are unable to be printed electronically at a Livescan system within Pennsylvania.

Here are the steps to take to complete the process:

Find someone (local police jurisdiction or State Police) who is able to take ink-based fingerprints and place them on FBI fingerprint cards. If you need fingerprint cards, you can download them from the FBI’s website at http://www.fbi.gov/about-us/cjis/background-checks/standard-fingerprint-form-fd-258.

- Register on-line at www.pa.cogentid.com. Select the “Department of Public Welfare” and then select “register online.” Go through the online registration process. Print out the last screen where it says you have completed registration. The fee can be paid online with a credit card or you can submit a money order (if using a money order make it payable to 3M Cogent).
- Mail in the completed cards, a copy of the registration receipt and a money order (if applicable) to PA DPW Card Receiver, 3M Cogent, 5025 Bradenton Ave., Suite A Dublin, Ohio 43017 (address for 3M Cogent will be provided once you finish registering online).
- Important Note - The FBI needs two separate sets of ink print cards submitted before they will do a name search. So, if there are any issues with having difficulty obtaining clear prints (medical condition that doesn’t allow you to fully open your hands, worn fingerprints, etc.) you might be required to submit a second set of fingerprints. This isn’t always necessary, but if the first set isn’t clear and the FBI rejects them this will add a significant delay if you did not get two sets completed initially. Please be sure to get two done, send them both and the second set will be held to see if the FBI rejects the first set.
- Important Note – When you register on-line, you are going to enter your address. This address is used to not only assist in the search of a criminal record but is also used to mail the results letter. Be sure to enter an address where you can receive your results letter.

Mail the completed fingerprint card (and money order if applicable) to:
3M Cogent
Attn: Fingerprint Card Scan PA DPW
5025 Bradenton Ave., Suite A
Dublin, OH 43017

(Please note: If you are applying to a Pediatric Elective you must forward the clearances to Marlynn Haigh as well)