MANDATORY CRIMINAL BACKGROUND CHECKS
REQUIRED FOR ALL VISITING ELECTIVE APPLICATIONS

The total cost for the three clearances is $45.75 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.

PLEASE SUBMIT RESULTS OF BACKGROUND CHECKS, dated within three (3) years of the dates of the requested elective period, with your application packet. We cannot accept copies of applications, unofficial results, or third party background checks.

If you are applying to any Pediatrics Elective, you must also send a copy of all clearances to Ms. Marlynn Haigh (marlynn.haigh@chp.edu).

1. PENNSYLVANIA STATE CRIMINAL BACKGROUND CHECK/ACT 34 ($10.00 fee)
   https://epatch.state.pa.us/Home.jsp
   Form may be completed online. Print-out of online results is acceptable.

2. PENNSYLVANIA STATE CHILD ABUSE CLEARANCE/ACT 33 ($10.00 fee)
   http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm
   Students should check the CHILD CARE box on the Purpose of Clearance section. Form may be mailed in or submitted online. Either print-out of online results or certificate received by mail is acceptable.

3. FBI FINGERPRINTING CLEARANCE/ACT 73* ($25.75 fee)
   http://www.pa.cogentid.com/index.htm
   Students should select the DEPARTMENT OF HUMAN SERVICES from the main page. Be sure to provide an address where you can easily access mail sent to that address.

   U.S. students outside of Pennsylvania and in-state 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 in fingerprint cards. Applicants can download and print the required fingerprint cards from the FBI’s website at: http://www.fbi.gov/about-us/cjis/identity-history-summary-checks/fd-258-1

   Important Note - The FBI needs two separate sets of fingerprint cards submitted before they will do a name search. Please be sure to get two done, send them both. The second set will be held in case the FBI is unable to use the first set.

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

   *International students will not be able to provide the Act 73 clearance with their application. International students must register with Cogent online 90 days before the start of their elective and email proof of registration/receipt to schedulingrecords@medschool.pitt.edu. When you arrive, you will be required to be fingerprinted at a site on campus.

Have questions? Need help? Contact the Office of Student Affairs Records Officer at: schedulingrecords@medschool.pitt.edu