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

1. PENNSYLVANIA STATE CRIMINAL BACKGROUND CHECK FOR EMPLOYMENT/ACT 34 ($22.00 fee)

- https://epatch.pa.gov/home
- 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 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.

2. PENNSYLVANIA STATE CHILD ABUSE CLEARANCE/ACT 33 ($13.00 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.
- PDF/Screenshot of certificate is to be uploaded into VSLO 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. FBI FINGERPRINTING CLEARANCE/ACT 73 (estimated $23.85 fee)

- 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. S594 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 added into your VSLO application.

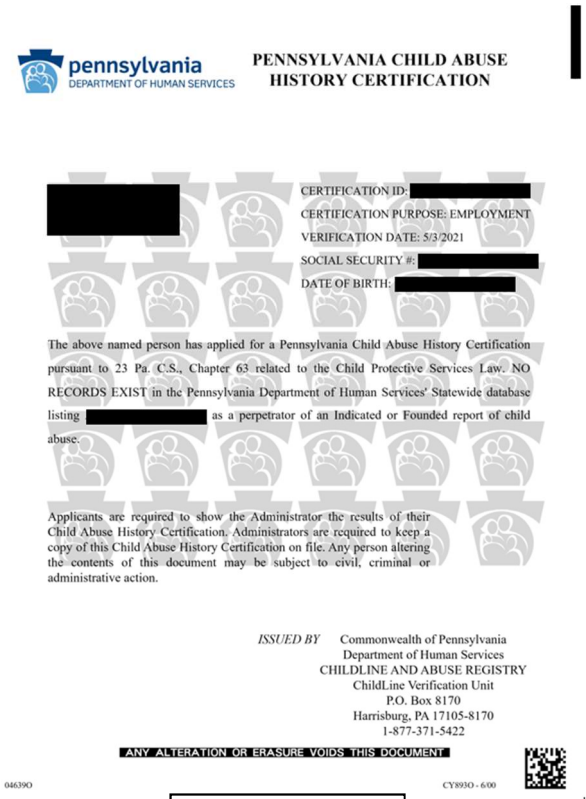
US students who are unable to be printed electronically at an IdentoGo site within Pennsylvania should register with IdentoGo online at the above link and then mail their fingerprint cards to IdentoGo as instructed on IdentoGo's website. Please enter the service code and then choose "Submit a Fingerprint Card by Mail for instructions"
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
ALL STUDENTS ATTENDING MEDICAL SCHOOOL IN THE US OR PUERTO RICO MUST SUBMIT AN ACT 73 CERTIFICATE BEFORE THEIR ACCEPTANCE OFFER CAN BE FINALIZED BY STUDENT AFFAIRS. NO EXCEPTIONS.
Medical students enrolled in Canada or other international institutions will just be required to submit the PA Act 33 & 34 report at the time of applying. The Act 73 is then required to be completed in person in Pittsburgh, upon acceptance and arrival.

If you encounter any problems completing this process, contact IdentoGo at 1-844-321-2124

Still have questions? Need help?
Contact the Office of Student Affairs Visiting Student Coordinators at: visiting@medschool.pitt.edu

Updated 04/25/2022 GWM

Completed Report Samples



pennsylvania
DEPARTMENT OF HUMAN SERVICES

PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

[redacted]

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.

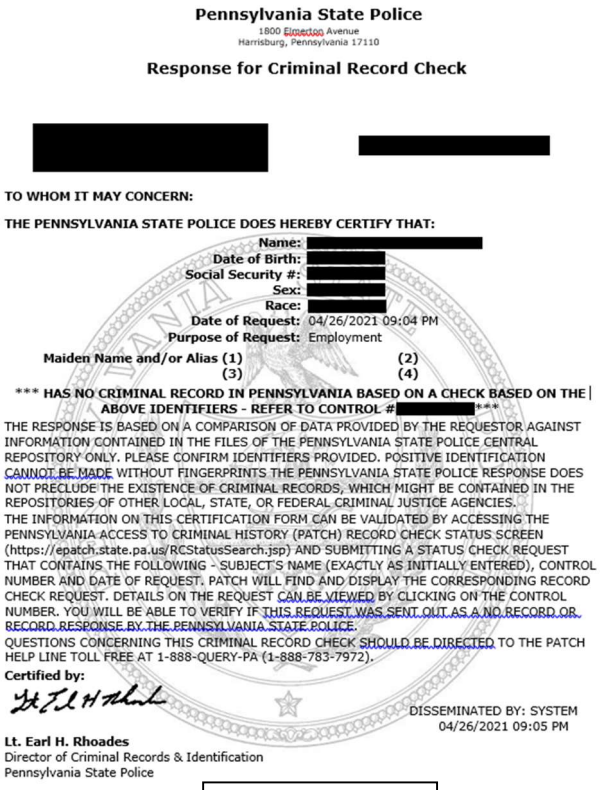
Applicants are required to show the Administrator the results of their Child Abuse History Certification. Administrators are required to keep a copy of this Child Abuse History Certification on file. Any person altering the contents of this document may be subject to civil, criminal or administrative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

04639O CY893O - 6/00

PA Act 33



Pennsylvania State Police
1800 Elmerton Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

[redacted] [redacted]

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] ***

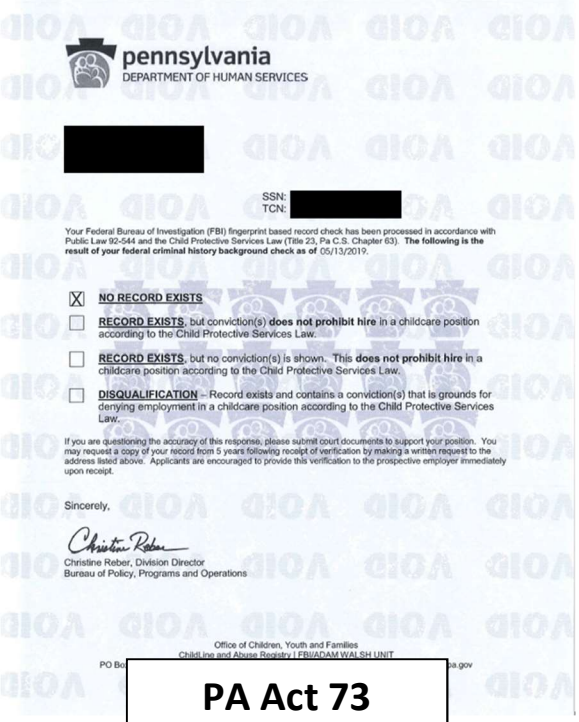
THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTOR AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE 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:

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

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

PA Act 34



pennsylvania
DEPARTMENT OF HUMAN SERVICES

[redacted]

SSN: [redacted]
TCN:

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** 05/13/2019.

☒ **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.

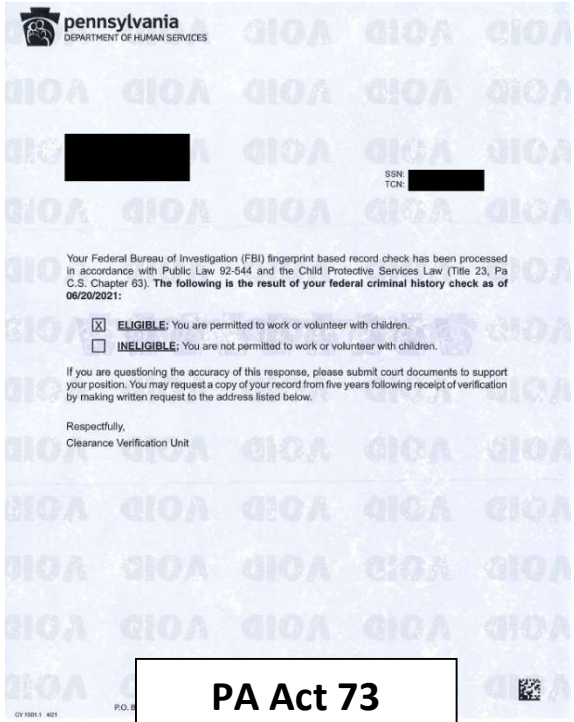
If you are questioning the accuracy of this response, please submit court documents to support your position. You may request a copy of your record from 5 years following receipt of verification by making a written request to the address listed above. Applicants are encouraged to provide this verification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

PA Act 73
Before 04/2021



pennsylvania
DEPARTMENT OF HUMAN SERVICES

[redacted]

SSN: [redacted]
TCN:

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

CY 1001.1 4/21

PA Act 73
After 04/2021