

MANDATORY CRIMINAL BACKGROUND CHECKS

The total cost for the three clearances is \$58.85 at student's expense

Be sure to allow time to receive your results as this process can take 6-8 weeks.

If approved, students shall not engage in any approved clinical elective(s) until they have provided all completed required clearances.

Student's home country clearance, unofficial results, or third-party background checks do not satisfy requirements.

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. At the time of application, international visiting medical students are ONLY required to submit the completed PA Act 34 clearance as well as the filled-out application form for the PA Act 33.

If accepted, make sure to submit the PA Act 33 paperwork in enough time to receive the completed clearance before arrival in Pittsburgh. Also, after acceptance, the student must pay for the PA Act 73 and schedule an in person appointment to coincide with arrival in Pittsburgh. When payment is completed a receipt must be provided.

2. **PENNSYLVANIA STATE CRIMINAL BACKGROUND CHECK FOR EMPLOYMENT/ACT 34 (\$22.00 fee). Required for application.**

- <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 visiting students should list their address as: 3550 Terrace Street, Pittsburgh, PA 15261
- Proceed through the remaining screens.
- PDF 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). Only the filled out form is required for application. If accepted, this clearance must be paid for and submitted in enough time to receive the completed document before arrival in Pittsburgh.**

- Download and complete the clearance application form:
<https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/CY113%20form%20-%20English.pdf>
- **ONLY COMPLETE THE FOLLOWING IF ACCEPTED:**
- 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. Completed reports are mailed back to students.
- 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. The completed form must be provided by PDF to MSRIS@medschool.pitt.edu before your arrival in Pittsburgh.

4. **FBI FINGERPRINTING CLEARANCE/ACT 73 (estimated \$25.25 fee) - If accepted, the student must pay for the PA Act 73 and schedule an in person appointment to coincide with your arrival in Pittsburgh. When payment is completed a receipt must be provided.**

- <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 being fingerprinted at a Pennsylvania Identogo site in Pittsburgh. Be sure to provide an address where you can easily access mail.
- The payment receipt must be emailed to MSRIS@medschool.pitt.edu before arrival in Pittsburgh.

Completed Report Samples



PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION

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



CY8930 - 6/00

046390

PA Act 33

Pennsylvania State Police

1800 Eisenhower Avenue
Harrisburg, Pennsylvania 17110

Response for Criminal Record Check

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:

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

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

PA Act 34



SSN: [REDACTED]
DOB: [REDACTED]

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 1001.1 401

P.O. B.

PA Act 73
After 04/2021