

Mandatory Clearances through the State of PA

The cost for the three clearances at your expense.

Student must send results to kutza@upmc.edu at least one month prior to their rotation start date.

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.

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"
- Reason for Request: Employment
- Company Name: UPMC Hamot
- Proceed through the remaining screens.
- Print-out of online results 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>

- Students should check the **CHILD CARE EMPLOYMENT** box for the Purpose of Clearance.
- Form may be mailed in or submitted online. Either print-out of online results or certificate received by mail is acceptable.

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. Results will be returned to you via postal mail.

3. FBI FINGERPRINTING CLEARANCE/ACT 73 (\$22.60 fee)

Appointments to be fingerprinted are not required, but pre-registration is required. Once registered, you may walk in during a location's posted hours of operation, but scheduling an appointment may lead to lesser/no wait times. In order to pre-register for a FBI background check, applicants should take the following steps:

https://www.identogo.com/?utm_campaign=website&utm_source=SendGrid&utm_medium=email

- Log onto Identogo website
- Search by state
- Select "Digital Fingerprint"
- Enter Service Code **1KG756** (service code for hospitals)
- Select "Schedule or Manage Appointment"
- Follow instructions to register
 - During registration process, you will be able to locate the nearest approved fingerprint site to you
- Take registration number with you to the fingerprint site
- Scheduling an appointment is highly recommended

Having trouble? Additional information is available [online at DHS' website](#). You may also [contact IDEMIA](#) at (844) 321-2101.