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
- Requester Information
- Reason for Request: Employment
- Company Name: Leave blank, it's an optional field.
- 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 "Employee of Child Care Services" option for the Purpose of Clearance.
- PDF/Screenshot of certificate is to be uploaded into VSLO application. <u>Be sure you click the link to see an actual certificate</u>, 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
- Out of state students -- see last bullet point!
- Students should use service code: 1KG756
- Be sure to read all instructions carefully as you proceed.
- Employer Information: use UPMC Hamot, 201 State Street, Erie, PA 16550
- 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.
- Out-of-state students who are unable to go to 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 "SubmitaFingerprintCardbyMailforinstructions"

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

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

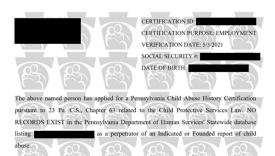
Still have questions? Need help?

Contact Autumn Geiger at geigera@upmc.edu.

Completed Report Samples



PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION



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.



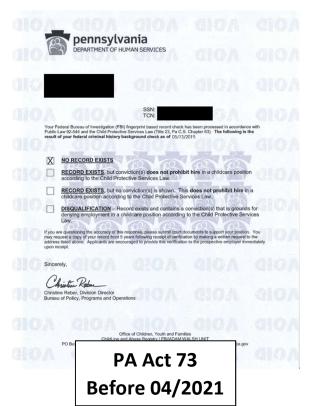
ISSUED BY Commonwealth of Pennsylvania
Department of Human Services
CHILDLINE AND ABUSE REGISTRY
ChildLine Verification Unit
P.O. Box 8170
Harrisburg, Pa 17105-8170
1-877-371-5422

ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT



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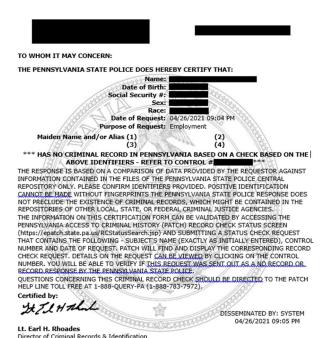
PA Act 33



Pennsylvania State Police

Harrishurg, Pennsylvania 1711

Response for Criminal Record Check



Director of Criminal Records & Identification Pennsylvania State Police

PA Act 34

Your Federal Bureau of Investigation (FBI) fingarprint 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. | | 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

PA Act 73

After 04/2021