

REQUIRED CLEARANCES FOR MEDICAL STUDENT ROTATION AT UPMC HAMOT

The three clearances must be obtained through the State of Pennsylvania. Clearance applications, unofficial results, or third party background checks do not satisfy the requirement. The cost for the three clearances is at student's expense. Send results to kutza@upmc.edu at least one month prior to the rotation start date. Be sure to allow time to receive the results; the process can take up to 4-6 weeks. Your application for rotation will not be complete without all three clearances.

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

To obtain this clearance, visit <https://epatch.state.pa.us/Home.jsp>

1. Select "Submit a New Record Check (requires a credit card)"
2. Read the terms and click "Accept"
3. Reason for Request: Employment
4. Company Name: UPMC Hamot
5. Proceed through the remaining screens.
6. Submit the print-out of online results. 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)

To obtain this clearance, visit <https://www.compass.state.pa.us/CWIS>

1. Students should check the **Employee of Child Care Services** box for the "Purpose of Clearance."
2. Send kutza@upmc.edu the print-out of online results or copy of mailed certificate.

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

It is important to note that the Act 73 FBI Clearance application process is a fingerprint-based background check that is a multiple-step process. You must 1) complete the online registration and then 2) complete the in-person fingerprint process.

You must register prior to going to the fingerprint site. Walk-in service to get fingerprinted, without prior registration, will not be provide at any fingerprinting location.

To register online, visit <https://uenroll.identogo.com/>

There are two options for online registration. Most students will use Option 1.

OPTION 1:

1. Enter the service code – **1KG756**
2. Select Schedule or Manage Appointment
3. You are required to complete the following sections listed below:
 - a. Essential Information
 - b. Citizenship
 - c. Personal Questions
 - i. Please pay attention to question 2 regarding the mailing address as this is where the clearance will be sent. You should use your permanent address (**strongly recommended**) or have it mailed directly to Medical Education at UPMC Hamot:
Annmarie Kutz, Medical Education at UPMC Hamot
201 State St.
Erie, PA 16550
 - d. Documents – Select the document that you will be using to identify yourself at your appointment for having your fingerprints done **please note that all information provided must match the form of I.D. you will present at your fingerprint appointment

- e. Location – This section is setting up an appointment to have your fingerprints done. We strongly recommend scheduling an appointment to reduce wait time instead of using the walk-in option.

OPTION 2:

1. Enter the service code – **1KG756**
2. Select Submit a Fingerprint Card by Mail
3. You are required to complete the following sections listed below:
 - a. Essential Information
 - b. Citizenship
 - c. Personal Questions
 - i. Please pay attention to question 2 regarding the mailing address as this is where the clearance will be sent. You should use your permanent address (**strongly recommended**) or have it mailed directly to Medical Education at UPMC Hamot:
Annmarie Kutz, Medical Education at UPMC Hamot
201 State St.
Erie, PA 16550
 - i. Please answer NO for finding a location since you would be submitting the fingerprint card via mail.
 - d. Payment
 - e. Print and sign the completed pre-enrollment confirmation page, which includes the barcode printed on the top right of the page. Mail the signed pre-enrollment confirmation page and the completed fingerprint card to the mailing address provided by the pre-enrollment process. The address to mail these items to is:

Identogo
Cardscan Department
6840 Carothers PKWY STE 650
Franklin, TN 37067-9929

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