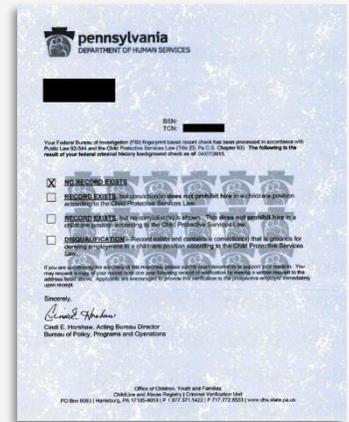


ACT 73 – FEDERAL BUREAU OF INVESTIGATION (FBI) CRIMINAL HISTORY RECORD CLEARANCE INFORMATION

In order to comply with Pennsylvania legislation (ACT 153), your position requires that you secure a new **Act 73 Federal Bureau of Investigation (FBI) Criminal History Record Clearance** every 60 months.

You are required to provide original documentation of this clearance **by the expiration date provided to you by Human Resources**. Due to this stringent timeline, you are required to initiate the process to obtain this clearance as soon as possible. Failure to provide this information within the specified time frame or unsatisfactory and/or discrepant results may disqualify you from further employment, up to and including termination.

Once you receive your official Act 73 FBI Clearance in the mail, you will be required to provide this to your Human Resources office or to your department manager.



This is an example of the Act 73 FBI Criminal History Record Clearance

ACT 73- Federal Bureau of Investigation (FBI) Background Clearance Application Instructions

The cost of this clearance is **\$25.75** and must be paid via money order or by credit card through online registration. No cash or personal checks will be accepted. Carefully review the following information:

1. 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 application and 2). complete the fingerprint process.
2. You must register **prior** to going to the fingerprint site. Walk in service to get fingerprinted, without prior registration, **will not** be provided at any fingerprinting location. Registration is available through either of the methods outlined below. During the registration process, all demographic data will be collected (name, address, SSN, etc.).

OPTION 1 – ONLINE APPLICATION REGISTRATION

This option is available 24 hours/day, seven days per week at www.pa.cogentid.com. When completing the application registration, make sure to note the following:

- Select **Department of Human Services (DHS)** on the main page of the website.
- Select **Register Online** under the Registration section.
- You have the choice to pay the fingerprint and application fee online or at the fingerprint site (**see below information*)
- You are only required to complete the fields highlighted in yellow.
- For the section titled **Reason Fingerprinted** please select the reason of: **significant likelihood of regular contact with children**.

OPTION 2 – TELEPHONIC APPLICATION REGISTRATION

Telephonic registration is available at **1-888-439-2486** Monday through Friday, 8am to 6pm EST.

3. *Payment may be made online at the time of registration using a debit or credit card. Payment may also be made with a Money Order or Cashier's Check at the fingerprint site. **Money Orders and Cashier's Checks must be made payable to 3M COGENT**. **No** cash transactions or personal checks are allowed and will not be accepted by the fingerprint sites.

4. Once you have registered online or via telephone, proceed to the fingerprint site of your choice for fingerprinting. The locations of the fingerprint sites as well as days and hours of operation for each site are posted on Cogent Systems' website at: https://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html
 - a. **FINGERPRINT SERVICES FOR OUT-OF-STATE RESIDENTS:** Fingerprint cards are the only option for out-of-state applicants or optional for applicants who are unable to be printed electronically at a Livescan system within Pennsylvania.
 - b. Please access the following link and choose the option "Submitting an ink card to 3M Cogent" for a detailed list of instructions and the complete fingerprint process:
https://www.pa.cogentid.com/ohio/DPW/DPW_docs/DHS_Intro_Checks.htm

What can I expect at the fingerprint site?

- At the fingerprint site, the Applicant Livescan Operators (ALO) manage the fingerprint collection process. The fingerprint transaction begins when the ALO reviews your qualified State or Federal photo ID before processing your transaction. A list of approved ID types may be found at the end of this document. **You will not be processed if you cannot produce an acceptable photo ID.** [Click here to learn more about the acceptable forms of photo IDs.](#)
- After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
- The applicant's scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.

What are the next steps of the process after I submit my fingerprints?

- The Department of Human Services (DHS) will receive the Federal Criminal History Record from the FBI. The DHS's Background Check Unit through ChildLine and Abuse Registry will return the Federal Criminal History Record to you. The Record will be printed on standard 8.5" X 11" paper that when copied will reveal "Void if Copied.". This does not prohibit an employer from copying an applicant's results letter, it is solely a means to verify that it is an official record.
- You must then provide the Act 73 FBI Clearance to UPMC for verification.

What happens if my fingerprints are rejected by the FBI?

Poor fingerprint detail may be caused by age, trade, or some other environmental/physical condition. In the case of a fingerprint rejection by the FBI, applicants are requested by the FBI to submit a second set of fingerprints, at no charge to the applicant. This second submission must occur before alternative means of conducting a federal background can be initiated. If an applicant receives an FBI rejection letter they must submit a second set of fingerprints if they wish to complete their applicant background check. Individuals should take their rejection letter and proper identification to the nearest Pennsylvania Fingerprint location. A second fingerprint submittal will be conducted at no charge. Individuals do not need to re-register for their second fingerprinting session if they received an FBI rejection letter. If an individual's fingerprints are rejected a second time by the FBI, notification is forwarded to ChildLine by the FBI. ChildLine will then conduct a name based check based on the demographic information on the initial application. Results of the FBI name based record check are also forwarded by the FBI to ChildLine for interpretation.

What happens if I do not receive my official Federal Criminal History Record?

After your fingerprints have been submitted, do not contact the fingerprint site. Do not contact 3M Cogent. 3M Cogent does not have the means to give the applicant the status of their background check nor are they involved in the summary execution of your background check.

Complete processing of the FBI Criminal History Record should take no longer than 10 days. If you do not receive your results from DHS within this time frame, you should call (717) 783-6211.