



## CRIMINAL HISTORY RECORDS CHECK GUIDE for Graduate Medical Trainees

To ensure public safety, the Bureau of Professional and Occupational Affairs is required to receive and review Criminal History Records Checks (CHRC) for applicants and licensees. This document contains information regarding information on Frequently Asked Questions.

1. **Do I need a CHRC for an initial graduate medical trainee application?**

*All applicants for initial graduate medical training licensure need to submit CHRC information to BPOA.*

2. **Do I need a CHRC for a graduate medical training renewal application?**

*For graduate medical training licensees seeking to renew an existing license, a CHRC is not required by BPOA.*

3. **Where can I get a CHRC?**

*CHRC must be obtained from that state police or another state agency for every state in which you have lived, worked, or completed professional training/studies for the past ten (10) years. CHRCs which are obtained from third party vendors or other sources will not be sufficient for licensure.*

*Another option is for applicants to obtain an Identity History Summary Check from the Federal Bureau of Investigation (FBI), available at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. This link provides information on where to obtain an Identity History Summary Check, fees, process, and FAQs regarding the FBI summary check.*

**Graduate Medical Trainee Applicants ONLY:** *Applicants must submit either a CHRC from every state in which the applicant has lived, worked, or completed professional training/studies for the past 10 years, **OR** an FBI Identity History Summary Check.*

4. **What is the time frame for obtaining a CHRC to submit with my application?**

*The report(s) can be dated up to 90 days prior to the date the application is submitted.*

5. **What should I do if I have lived, worked, or completed professional training/studies only in Pennsylvania for the last 10 years?**

*For applicants living, working, or completing training/studies in Pennsylvania, your CHRC request will be automatically submitted to the Pennsylvania State Police upon submission of the application. The PA CHRC (PATCH) fee will be included at checkout. Your PA CHRC will be sent directly to the Board/Commission. You will be notified if additional action is required.*

*Another option is to obtain an FBI Identity History Summary Check. For more information, please visit <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. This link provides information on*

where to obtain an Identity History Summary Check, fees, process, and FAQs regarding the FBI summary check.

6. **What should I do if I have lived, worked, or completed professional training/studies in multiple states for the past 10 years?**

Provide a recent Criminal History Records Check (CHRC) from the state police or other state agency for every state in which you have lived, worked, or completed professional training/studies for the past ten (10) years.

**Graduate Medical Trainee Applicants ONLY:** Another option is to obtain an FBI Identity History Summary Check. For more information, please visit <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. This link provides information on where to obtain an Identity History Summary Check, fees, process, and FAQs regarding the FBI summary check. Applicants must submit either a CHRC from every state in which the applicant has lived, worked, or completed professional training/studies for the past 10 years, **OR** an FBI Identity History Summary Check.

*Special Note: For applicants currently living, working, or completing training/studies in California, Arizona, or Ohio: Due to the laws of these states, the Board is not an eligible recipient of CHRC's or your CHRC will not be issued to you for upload to the Board. Please obtain your Federal Bureau of Investigation (FBI) Identity History Summary Check, available at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>.*

7. **What should I do if I have lived, worked, or completed professional training/studies in a country outside of the United States for the past 10 years?**

You will need to select "Other" from the State or Jurisdiction drop down list. You will be required to upload a statement providing the names of the country(ies) and the dates (month/year) you lived, worked, or completed professional training/studies.

8. **How should I submit my CHRC(s) to the Board?**

**For applicants living, working, or completing training/studies only in Pennsylvania:** Your CHRC request will be automatically submitted to the Pennsylvania State Police upon submission of this application. The PATCH fee will be included at checkout. Your PA CHRC will be sent directly to the Board/Commission. You will be notified if additional action is required.

**For applicants obtaining CHRC from other states:** You must reach out directly to the state police or state agency in the states in which you lived, worked, or completed training/studies in the last 10 years to request a CHRC. Once you have received a copy of your CHRC, you will need to upload that information into your PALS application.

**For applicants obtaining an FBI Identity History Summary Check:** You must reach out directly to the FBI to receive a copy of your Identity History Summary Check. Once you have received a copy, you will need to upload that information into your PALS application.

9. **I have only lived, worked, or completed professional training/studies in Pennsylvania, and the PA CHRC was added to my application through PALS. How will I know if the Board has received my CHRC?**

Applicants can check the status of their applications and supporting documentation at any time using their PALS dashboard.