



FBI FINGERPRINT CHECK APPLICANT PROCEDURES

1. You must register first with Cogent **prior to coming to the fingerprint site**. This may be done at www.pa.cogentid.com by choosing online registration **OR** by calling 1-888-439-2486.
2. You may pre-pay at www.pa.cogentid.com by choosing online payment via debit or credit card **OR** by calling 1-888-439-2486. **The fee is \$40.**
3. Money orders and cashiers checks **made out to Cogent Systems** are also accepted at the fingerprint service sites. Please print your full name (as you registered) on your money order. **No cash or personal checks are accepted at fingerprint sites.**
4. Proceed to the fingerprint location of your choice. No appointment is necessary. **You must be registered and have made arrangements for payment** (either pay online or bring money order/cashiers check with you). Other sites across available are listed on Cogent's web site.
5. At the fingerprint site, you will be asked to produce a state or federal photo ID before processing may begin. Standard ID is driver's license. Other acceptable forms listed on Cogent's web site.
6. The fingerprints will be sent electronically over a secure system with firewalls in place to the State Police, who will channel it to the FBI. The FBI will forward the results to PDE, and PDE will then print the results out and mail them directly to you. If you do not receive your background check within eight weeks after being fingerprinted, **you should call (717) 783-3750** or email PDE at dwolfgang@state.pa.us. **Please do not contact the fingerprint site or Cogent Systems.**
7. After prints are processed online, go online to Cogent's web site and choose "Proof of Print Transaction". You will be asked to fill in your social security number and date of birth. You will then be provided with a printable receipt which you can submit with to the school district or college/university as proof of application.

Remember: There is a 90-day period you may be employed on a provisional basis while waiting for your clearances to be processed.

**IU #5 HOURS OF OPERATION: Monday through Friday
8:30 a.m. to 12:00 noon AND 12:30 p.m. to 4:00 p.m.
[**CLOSED DURING LUNCH 12:00 noon to 12:30 p.m.**]**

OFFICE CLOSINGS: Good Friday, Monday after Easter, Memorial Day, 4th of July, Employee Inservice 8/20/07, Labor Day, Thanksgiving Break (11/22, 11/23 and 11/26/07), Christmas Break (12/24, 12/25, and 12/26/07), New Year's Day, Martin Luther King Day, President's Day