

## **FBI Federal Criminal History Background Checks (Act 114 Clearance - CHRI)**

### **APPLICANT INSTRUCTIONS**

Fee: \$24.25; applicants will be provided a paper copy of the report at no extra cost  
Fee is payable to Cogent Systems.

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** - The applicant must register *prior* to going to the fingerprint site. Registration can be completed online 24 hours/day, seven days per week at [www.pa.cogentid.com](http://www.pa.cogentid.com) or by telephone at **1-888-439-2486** Monday through Friday, 8am to 6pm. IT IS IMPORTANT TO CHOOSE THE DEPARTMENT OF EDUCATION SECTION when registering. During the registration process data for the applicant is collected (name, address, SSN, etc.) and applicants will check a box allowing the School District to access the FBI report online using the **REGISTRATION ID**. *Please note: Walk in service without prior registration will not be provided at any fingerprinting location. There is no data entry required or allowed at the fingerprint collection site so any corrections to the registration data must be made prior to being fingerprinted.*
2. **Payment** - The applicant will pay a fee of **\$24.25** for the fingerprint service and to secure the Criminal History Record. A paper copy will be provided to the applicant at no extra charge. Applicants may make their payment online using a credit card or debit card during the registration process. Money orders or cashiers' checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. *No cash transactions or personal checks are allowed.*
3. **Fingerprint Locations** - After registration, the applicant proceeds to the fingerprint site for fingerprinting. Our local fingerprinting site is at THE UPS STORE in the TJ MAXX PLAZA.
4. **Fingerprinting** - At the fingerprint site the applicant must produce a **CURRENT PHOTO DRIVER'S LICENSE**. 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.
5. **Report Access** -To retrieve the Registration ID number, applicants can return to the Cogent registration website and select "Proof of Transaction (Receipts)". Applicants will enter their personal information in the lower portion of that screen to obtain their receipt with the Registration ID at the top. ***Take the registration ID (beginning PAE...) to the School District where they will use the ID information to access the background report. It is not necessary to wait for the mailed clearance, reports can be accessed by the employer using the Registration ID # when the fingerprinting is complete.***

Note: School entities are **not** permitted to print a copy of an applicant's report for the applicant's personal reference. For applications submitted after 3/19/2012 all applicants will be provided with a paper copy of their CHRI report.