

**FBI Federal Criminal History Records for  
Prospective Pennsylvania Department of Education Employees**

Effective April 1, 2007, **ALL** prospective employees of public and private schools, who have direct contact with children, must provide to their employer a copy of their Pennsylvania State Criminal History Background Check, Child Abuse Check and their Federal Criminal History Record that cannot be more than one (1) year old.

You have 90 days to complete your fingerprint based background check.

**1. Register with Cogent Systems online or over the phone.**

- The online registration is available 24 hours a day; log on to <http://www.pa.cogentid.com> and select the "Register Online" link.
- Phone registration is available Monday through Friday from 8 a.m. to 6 p.m.; call 1-888-439-2486.
- Write down or print the registration number given over the phone or after registering online.
- Applicants must provide their registration number to the School District's Superintendent's Office in order for the district to obtain the background check.

**2. Pay \$36**

- Payment must be made before arriving for fingerprinting, unless you are paying with a money order.
- Money orders should be made payable to Cogent Systems.
- Payment online can be made with a credit/debit card by logging on to [www.pa.cogentid.com](http://www.pa.cogentid.com) and selecting the "Pay Online" link.
- Call 1-888-439-2486 to pay by phone with a credit/debit card.
- You will be given a separate registration number for payment; write down/print the registration number given over the phone or online.
- Effective June 15, 2009, the fee for applicants to obtain a paper copy of their fingerprint report from Cogent Systems will be \$2.50. The \$2.50 fee must be added to your payment if you are paying by money order.

**3. The applicant can go to a fingerprint site of their choice for fingerprinting. The location of the sites are posted on Cognet Systems' website.**

**4. If you want to schedule your appointment to have your fingerprints taken at the BCIU.**

- The fingerprinting process takes an average of five minutes to complete. Since the fingerprinting appointments run every 10 minute, plan to arrive Early or on time.
- If you are unable to keep your scheduled appointment, please cancel/reschedule so that someone else may fill you time slot.
- The BCIU does welcome walk-ins.

**5. Bring the following to your fingerprinting session:**

- State-issued driver's license
- In the absence of a current, valid driver's license, applicants may provide one of the following photograph identification cards:
  - US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
  - US Passport
  - College-issued Student ID
  - INS I-551 Resident Alien Card Issued since 1997
  - INS I-688 Temporary Resident Identification Card
  - INS I-688B, I-766 Employment Authorization Card
- Social Security Number - You do not need your Social Security Card; you just need to know your number, so we can access your file.

Please do not hesitate to call if you have any questions -- thanks for your continued cooperation!

**The School District will not process any applications until all background checks have been successfully completed.**

**State Police Check Website – check can be gotten online and paid by credit card.**

<https://epatch.state.pa.us>

**Child Abuse Website – form can be gotten on line, but must be sent in.**

[www.dpw.state.pa.us](http://www.dpw.state.pa.us)