

Pennsylvania Department of Education (PDE)
FBI Federal Criminal History Records for Prospective Employees
December 1, 2008

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

1. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site.
2. The applicant will pay a fee of \$33.00 for the fingerprint service and the CHRI. The new system provides the CHRI online to the employer. In order for the applicant to receive a paper copy of the report, the applicant will pay an additional fee of \$2.50 for processing. If the applicant requests a paper copy, the total fee will be \$35.50. The applicant must make the choice to receive a paper copy at the time of registration. The applicant will have no other access to a paper copy other than during the registration process.
3. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. 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.**
4. The applicant proceeds to the fingerprint site of choice. Location of fingerprint sites and days and hours of operation for each site are posted on Cogent Systems' website at www.pa.cogentid.com. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.
5. At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process.
6. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on Cogent Systems' website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce an acceptable photo ID.
7. 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.

Fingerprint Corrections and Resubmissions

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant. Cogent Systems will contact the applicant directly should this occur.