



## FBI Identification Record Request

### (FBI Criminal Record Check)

#### All **Catholic School** Employees, Student Teachers and Stipended Volunteers in a Catholic School

1. Go to: <http://www.eriercd.org/pdf/fbiteachers.pdf>
2. After the fingerprinting process has been completed:
  - a. **Employees, Student Teachers and Stipended Volunteers:** give the Cogent Registration Number to your principal. You will NOT receive a paper copy of the result. Your Federal Criminal Record will be accessed at the request of your principal by the Diocese through an online system.
  - b. **Principals:** To receive an applicant's Federal Criminal History Record, please complete the top half of the Request for Federal Criminal History <http://www.eriercd.org/pdf/schools/crimhis.pdf> and submit.

The Director of Teacher Personnel will then access the on-line Cogent System and verify the CHRI for the applicant. An electronic summary of the record will be sent to the school administrator that made the request. This summary must be kept in the personnel file if the applicant is hired until the "official" printout is received by the school. If the applicant is not hired, shred all documentation. A printout of the "official" CHRI for the employee will be hand delivered as soon as possible to the administrator by the Director of Teacher Personnel or her designee. A copy of the CHRI for the employee will be maintained in the personnel file at the Catholic Schools Office for all elementary teachers and administrators. Questions may be directed to Kim Lytle, Director of Teacher Personnel, 814-824-1248 or [klytle@eriercd.org](mailto:klytle@eriercd.org).

#### All **Parish** employees and volunteers who require a Federal Criminal Record Check (at this time, only those employees and volunteers who have not resided in Pennsylvania for two years prior to their parish employment/volunteer time need to obtain the Federal Criminal Record Check):

1. The diocesan Office for Protection of Children and Youth has application packets and fingerprint cards for the Federal Criminal Record Check. Please call

or email the office at 814-824-1222 or [kstreett@eriercd.org](mailto:kstreett@eriercd.org) . You may also access information on line at <http://www.fbi.gov/hq/cjisd/fprequest.htm>

or

2. The Department of Public Welfare is utilizing Cogent Systems to process fingerprint-based FBI record checks. The fingerprint based background check is a multiple step process. Effective July 1, 2008, the Cogent Systems Web site [www.pa.cogentid.com//index\\_dpw.htm](http://www.pa.cogentid.com//index_dpw.htm), allows individuals to apply online, as well as provide detailed information regarding the application process. The cost of obtaining the FBI criminal record check is \$36.

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