

## **FEDERAL (FBI) CRIMINAL HISTORY REPORT, AS OF 3/30/07 (updated 12/1/08)**

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](http://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.). There is no data entry required at the fingerprint collection site.
2. The applicant will pay a fee of \$36.00, additional fee of \$2.00 when the individual requests a paper copy. Fee is payable to Cogent System).

Applicants may make their payment online at [www.pa.cogentid.com](http://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.**

3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site is posted on Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). Local site information for fingerprinting: The UPS Store, 185 AJK Blvd., Lewisburg, PA (across from Super Wal-Mart on Route 15 in the Silvermoon Plaza). Hours: Monday-Friday 8:30 AM to 6:00 PM, Saturday 9:30 AM-2:00 PM. You must register at the Cogent Systems web site prior to going for your fingerprinting.
4. At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process.
5. 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 type may be found on the Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). Applicants will not be processed if they cannot produce an acceptable photo ID.
6. 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.
7.
  - Cogent Systems will forward the individual's registration information and fingerprints directly to the FBI, via its approved channeling process.
  - The FBI will complete the CHRI and forward the record to Cogent Systems.
  - Cogent Systems will follow all approved FBI processing activities, including provision of the reports to PDE.

- Cogent will then include the record in its secure database. School administrators will have access to this official record, via online access. Only administrators of PDE approved entities (all public and private schools and Teacher Training institutions) will have such online access.
- At the site, **applicants will be given a Transaction Control Number (TCN) that must be given to the hiring entity to check the applicant's CHRI online.** Applicants can receive a copy of their CHRI Report by indicating their desire to do so at the site where they are fingerprinted. The report will cost an additional \$2.00. **This is the only opportunity for the applicant to request a paper copy of their CHRI.** The paper copy will not be regarded as the official copy of the report; it will, however, provide the applicant with a copy of the information that the school entity will see when the report is reviewed.
- If the applicant is hired by the school or contractor, the school will make a copy of the CHRI for the employee's file.
- The School Administrator is prohibited from making a copy of the CHRI for the applicant.