

APPLICANT PROCEDURES for Act 114 Clearance – FBI Fingerprint

Fee: \$28.75; All applicants will now receive an unofficial copy of their report. Fee is payable to 3M Cogent.

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. 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.); there is no data entry required or allowed at the fingerprint collection site. *Any corrections to this data must be made prior to being fingerprinted.*

2. **Payment** - The applicant will pay a fee of \$28.75 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Applicants may make their payment online using a credit card or debit card during the registration process. Money orders or cashiers checks payable to 3M Cogent 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.*

3M Cogent has also established an **agency billing** procedure for fingerprinting services from an appropriate requesting agency that is willing to pay the applicant's fee. Billing may only occur after the requesting agency has completed the 3M Cogent Agency Pay Agreement. To establish a billing account, visit the website www.pa.cogentid.com and download an application. The billing account must be established prior to sending applicants to the fingerprint site.

3. **Fingerprint Locations** – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. 3M Cogent has established over 80 sites across the Commonwealth. The location of the fingerprint sites and days and hours of operation for each site are posted on 3M Cogent's 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. PDE encourages entities where access to the fingerprint location is more than 20 miles away to contact 3M Cogent and suggest areas where another closer site could be established.

4. **Fingerprinting** - At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process. 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 3M Cogent website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce an acceptable photo ID. 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 begin the registration process, applicants check a box to confirm that school entities are authorized to review their official report electronically. For the public or private school or higher education institution to access the official report via the electronic system, applicants must present their **Registration ID** to the hiring entity. This process allows an applicant to provide multiple potential employers with their **Registration ID**, as the report is linked to the Registration ID number and not assigned to a specific school. To retrieve this personalized 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.

School entities are **not** permitted to print a copy of an applicant’s report for the applicant’s personal reference. Applicants will receive a paper copy of their CHRI report. The paper copy will not be regarded as the official report; but, it will provide an applicant with a copy of the information that the school administrator will see when the report is reviewed. The applicant may share the paper copy of the CHRI with prospective employers. However, the school is required to review the official CHRI online and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.