

## **Instructions for Completing a FBI Federal Criminal History Records Check**

Fee: **\$27.00** payable to Cogent Systems. **The fee is subject to change so please check the following website for the current price:** <http://www.pa.cogentid.com>.

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.) so there is no data entry required at the fingerprint collection site. This registration will remain open for 90 days. If the registration is not used within 90 days, it will be cancelled and the fee refunded as needed.

**Applicants will be given a Registration ID # when they complete their application. Applicants must present this number to the hiring entity in order for the public or private school to access the report via the new electronic system.**

**MY CRHI REGISTRATION ID # IS:** \_\_\_\_\_.

2. 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). The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.
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. Applicants' scanned fingerprints will be electronically transmitted to the FBI by 3M Cogent.
- The FBI will electronically transmit the CHRI to 3M Cogent, where the CHRI will be stored in a secure server.
  - The CHRI will be available online for the School Administrator to review. Administrators receive login and password information from 3M Cogent.
  - The CHRI that is available for review online constitutes the official record. Applicants give permission for the School Administrator to review the report during the registration process.
  - The School Administrator will review the CHRI to make a determination as to the fitness of the applicant to work in the position in which they will have contact with children.
  - If the applicant is hired for the position, the School Administrator will print a copy of the CHRI for the school's files.
  - Applicants may request a paper copy of the CHRI when they register to be fingerprinted. This will be the applicants' only opportunity to request a copy.
  - The paper copy will be mailed to these applicants by 3M Cogent. The "unofficial" paper copy is a copy of the CHRI that the School Administrator will review online.
  - The applicant may share the paper copy of the CHRI with prospective employers. However, the School Administrator is required to review the official CHRI online and print a copy of the CHRI if the applicant is hired by the public school or private school or their contractor, or if the applicant is approved for student teaching.

Effective 4/1/2007

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