

Instructions for FBI clearance

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. 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.
 - o **Online Registration** is available online 24 hours/day, seven days per week at www.pa.cogentid.com. Be sure to select the PA Dept of Education icon. Select Non-Public Schools as the reason for fingerprinting.
 - o **Telephonic registration** is available at 1-888-439-2486 Monday through Friday, 8am to 6pm.
2. The applicant will pay for the fingerprint service to secure the Criminal History Record. 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.**
3. Confirm that your ID number begins with **PAE** before your fingerprints are scanned. It can be corrected prior to scanning but not after.
4. The applicant proceeds to the fingerprint site of their choice for fingerprinting.
 - o The IU13 Lancaster County Office
1020 New Holland Avenue, Burle Business Park, Lancaster
Tuesdays, Wednesdays & Thursdays from 8:30am-4pm;
Tuesdays & Wednesdays they are also open from 6pm-8pm.
 - o The UPS Store
590 Centerville Road, Lancaster, PA 17601
Monday –Friday 9am-5pm; Saturday 9am-1pm
5. 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 types may be found on the Cogent Systems’ 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.
6. The applicant’s scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal statute.
7. After the applicant has been fingerprinted, they may return to the Cogent site (www.pa.cogentid.com) and obtain the **Registration ID** for their report by clicking **“Proof of Transaction (Receipts)”**. Applicants must provide their **Registration ID** to their prospective employer.

The employer will then go online and retrieve the official report.