

**Pennsylvania Department of Education (PDE)  
FBI Federal Criminal History Records for Prospective Employees**

**APPLICANT PROCEDURES**

**Fee: \$27.00; 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](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 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 \$27.00 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](http://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](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. 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](http://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.



## Applicant Fingerprinting Online Services



Honesdale #5564

### SITE INFORMATION

Primary Service Location Address	<p><b>The UPS Store #5564</b>  1114 Texas Palmyra Hwy/Alpine Plaza Rt 6  Honesdale, PA 18431</p>
Hours of Operations	<p><b>By Appointment Only Call 570-253-0100</b></p> <p>Mon – Fri 10am – 5pm  Sat 10am – 12pm</p> <p><b>If paying by money order, please have it completed prior to fingerprinting. Make it payable to 3M COGENT .</b></p> <p>Please do not overwhelm the service by sending large groups of applicants to the locations. <b>If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours.</b> The fingerprint site may have a preferred method for handling large groups of applicants.</p>
Telephone Number (Applicant Use)	<p>Please register <b>BEFORE</b> you arrive for fingerprinting. Registration is available online 24 hours a day seven days per week at <a href="http://www.pa.cogentid.com">www.pa.cogentid.com</a></p> <p>Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.</p>
Web Site (Service Site Specific)	
Directions to your facility	<p><a href="#">Map It</a></p> <p>Rt 6 East Honesdale Alpine Plaza</p>
Special Instructions for Applicants	<p>Questions regarding the employment and application requirements should be directed to the hiring agency's human resource department. To determine whether applicants must register under the Department of Aging, the Department of Banking and Securities, the Department of Education, or the Department of Public Welfare, applicants must first talk with their human resources department.</p>
Additional Information	

## SITE INFORMATION

Primary Service Location Address	Northeastern Educational Intermediate Unit 19 1200 Line Street Archbald, PA 18403
Hours of Operations	Mon – Fri 8:30A to 2:30P  <b>Closed for all holidays</b>  Please do not overwhelm the service by sending large groups of applicants to the locations. <b>If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours.</b> The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	570-876-9322  Please register <b>BEFORE</b> you arrive for fingerprinting. Registration is available online 24 hours a day seven days per week at <a href="http://www.pa.cogentid.com">www.pa.cogentid.com</a> Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.
Web Site (Service Site Specific)	<a href="http://www.neiu.org">www.neiu.org</a>
Schedule a Mobile Fingerprinting	No
Currently Scheduled Mobile Fingerprinting Service	None
Directions to your facility	<b>From 81:</b> At the junction of 380/84 and Carbondale Route 6 East <ul style="list-style-type: none"> <li>• <u>Stay in the lane for Carbondale Route 6 and follow the sign for Carbondale 6 East</u></li> <li>• Once on Carbondale Route 6 East - take exit 3 (Jessup). At the end of the ramp turn left and proceed down the hill.</li> <li>• Go straight through the first stop sign.</li> <li>• At the second stop sign – turn right and go over the bridge to the third stop sign.</li> <li>• At the third stop sign turn right onto Main Street.</li> <li>• Proceed approximately one mile and you will come to a four way stop. (Rossi's Restaurant will be on your left – you are only a few blocks from the IU).</li> <li>• Go about 3 blocks – and turn right onto Line Street (the Archbald Post Office parking lot is on your left and just ahead of you is a Sunoco Mini Mart gas station) - go up Line Street two blocks and NEIU will be on your left.</li> </ul>
Special Instructions for Applicants	Questions regarding the employment and application requirements should be directed to the hiring agency's human resource department. To determine whether applicants must register under the Department of Aging, the Department of Banking and Securities, the Department of Education, or the Department of Public Welfare, applicants must first talk with their human resources department.

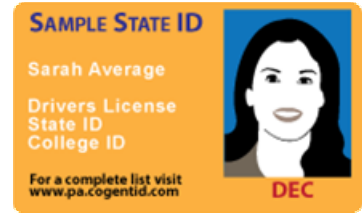
# COGENT SYSTEMS

## COGENT SYSTEMS IDENTITY VERIFICATION PROCEDURES

### Primary Documents

Cogent Systems requires current, valid and unexpired picture identification documents. As a primary form of picture identification, a state-issued driver's license may be presented by an applicant when being fingerprinted.

*For those applicants without a driver's license, a state identification card may be presented if the state's identification card standards are the same as for the driver's license.*



### Pennsylvania Department of Education

However, in the absence of a valid driver's license applicants may provide one or more of the following, all of which must have photo:

- US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
- US Passport
- College issued Student ID
- INS I-551 Resident Alien Card Issued since 1997
- INS 1-688 Temporary Resident Identification Card
- INS I-688B, I-766 Employment Authorization Card

### Minors

Minors possessing a state issued ID or school ID that is absent of a photo MUST present a social security card or birth certificate. The minor must also be in the presence of a parent or guardian with the appropriate identification documents described above at the time of fingerprinting.

### PA Department of Public Welfare

However, in the absence of a valid driver's license or state issued identification card, applicants may provide one of the following documents as proof of identification used:

- US Passport
- Certificate of Citizenship (N560)
- Certificate of Naturalization (N550)

In the absence of any of the above mentioned acceptable forms of identification, secondary documentation must include at least two of the following:

- State Government Issued Certificate of Birth
- US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
- Social Security Card
- USCIS I-551 Resident Alien Card Issued Since 1997
- USCIS I-688 Temporary Resident Identification Card
- USCIS I-688B, I-766 Employment Authorization Card
- Utility Bill (Address)
- Voter Registration Card
- Vehicle Registration Card/Title
- Paycheck Stub with Name/Address
- Cancelled Check or Bank Statement
- School Identification Card with Picture
- School Records
- Employer Identification Card
- Valid PA Learner's Permit