

## FBI Fingerprinting Process/Requirements

Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. **All** student teachers (participating in classroom teaching, internships, clinical or field experience) and prospective employees (including but not limited to administrators, teachers, substitutes, janitors, cafeteria workers, office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers, who have direct contact with children, must provide to their employer a copy of their Federal Criminal History Record that cannot be more than one (1) year old. This only applies to employees hired on or after April 1, 2007. Employees hired prior to April 1, 2007, are only required to provide the Federal Criminal History record if they have lived outside of the state for at least two years immediately preceding their application for employment.

### The Process

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.
2. The applicant will pay a fee of \$40.00 for the fingerprint service and to secure the Criminal History Record. 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 (see site below) for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site will be posted on Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). The location of fingerprint sites may change over time so 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 types 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. 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.
8. PDE will receive the Federal Criminal History Record from the FBI. PDE's School Services Unit will return the Federal Criminal History Record to the applicant. The Record will be printed on standard 8.5" X 11" paper with the Commonwealth Seal imbedded on the paper. **This document constitutes an official Record.** If an applicant presents their Federal Criminal History Record and the Commonwealth Seal is not embedded on the paper, it should be considered as invalid and not an official Record. If the applicant does not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, they should call (717) 783-3750 or email PDE at [dwolfgang@state.pa.us](mailto:dwolfgang@state.pa.us).
9. The applicant will then provide the Federal Criminal History Record to their prospective employer.

**BUCKS COUNTY INTERMEDIATE UNIT (BCIU)**

**ALL FINGERPRINTING MUST BE DONE BY APPOINTMENT- NO WALK INS!**

To schedule call: 1-215-348-2940 ext. 1402

**Address:**

Bucks County Intermediate Unit #22  
705 N. Shady Retreat Road  
Doylestown, PA 18901

**Hours:**

Monday – Friday  
8:00am -1:00pm

**Extended Summer Hours 2008:** On the following Saturdays, service will be available from 8:00AM until 12:30PM: August 16th & August 23rd

**Closed:** 8/27, 9/3, 9/13, 11/22, 11/23, 12/25 thru 12/28, 12/31, 1/1, 1/21, 2/18, 3/20, 3/21, 3/24, 5/26

**\*\* All applicants must register PRIOR to going to the Fingerprint Center. Individuals who have not registered will not be allowed to be fingerprinted.\*\***

1. Registration & Information: [www.pa.cogentid.com](http://www.pa.cogentid.com) – 24hrs/day, 7 days/wk
2. Fee: \$40.00 payable online with a credit card or by money order at the fingerprint site. NO cash or personal checks will be accepted.
3. Identification: Must be presented at the Fingerprint location. (ex: State Drivers License, State ID card, passport, etc.)