

Instructions for FBI Fingerprinting (ACT 114)

- The fee for the FBI clearance is \$36.00
- There will be a \$2.00 fee paid by the applicant for a paper copy, if requested (this copy is not an official copy of report)
- All applicants fingerprinted prior to December 1, 2008 will be processed under the old (paper) method
- Applicants will no longer receive a copy of the report from PDE to submit with an employment application

APPLICANT PROCESS:

Applicants will register **online or by phone** and then proceed to be fingerprinted at a Cogent Systems site. Cogent will forward the information electronically to the FBI, and the FBI will forward the reports electronically to Cogent which will maintain the reports in a secure database. The new electronic process is expected to make reports available within two days.

Online: www.pa.cogentid.com

Phone: 1-888-439-2486

At the site, applicants will be given a **Registration ID #** that must be given to the hiring entity to check the applicant's CHRI online. Applicants can receive a copy of their CHRI Report by indicating their desire to do so at the site where they are fingerprinted. The report will cost an additional \$2.00. **This is the only opportunity for the applicant to request a paper copy of their CHRI.** The paper copy will not be regarded as the official copy of the report; it will, however, provide the applicant with a copy of the information that the school entity will see when the report is reviewed.