FBI Federal Criminal History Records for all New Employees

Instructions

* Applicants **MUST** register via the following:
  
  - [www.pa.cogentid.com](http://www.pa.cogentid.com) - 24 hours/day, seven days per week 1-888-439-2486 - 8AM to 6PM EST. **WHEN YOU REGISTER, YOU MUST CHOOSE THE "DEPARTMENT OF EDUCATION"**.
  
  - The applicant will pay a fee of $27.00 for the fingerprint clearance. This includes an unofficial copy of the fingerprint clearance to be sent to applicant.
  
  - Credit/debit card may be done online. Money orders or cashiers check payable to 3M Cogent will be accepted at the center. NO cash or personal checks allowed.
  
  - You should either print out the registration confirmation or if you do not have access to a printer, you must record the number in a safe place to give to your employer.

* Applicants must provide proof of identity upon arrival at the Fingerprint Center such as a state issued drivers license, state I.D card, passport, etc.

* After being fingerprinted, applicant **must provide EMPLOYER with the registration confirmation number**. (Begins with "PAE......") The Employer will then obtain the original clearance via the website. The Employer **MAY NOT** provide a copy of the clearance to the applicant.

* Applicants may be employed on a provisional basis for a single period not to exceed ninety (90) days.

* More detailed information may be found at [www.pa.cogentid.com](http://www.pa.cogentid.com).

**Once registered**, applicant may have your fingerprints taken at the following dates/times/location as indicated below. No appointments are necessary.

Location is open on Mondays, Tuesdays, and Wednesdays, from 10:00 AM - 6:00 PM. Cutoff time is 5:45. Location is closed on Thursdays and Fridays.

Franklin Learning Center
2397 Loop Road, Chambersburg, PA 17202