



A GUIDE TO PROCESSING CLEARANCES
FBI Fingerprinting, State Criminal History and Child Abuse Clearances

FBI Fingerprinting

FBI Fingerprinting services are available at these locations in Berks County:

- **Berks County Intermediate Unit**
Appointments preferred but walk-ins welcome.
1111 Commons Boulevard, Reading PA 19605
610.987.8264
www.berksiu.org (for directions and/or to make an appointment)
 - Regular Hours of Operation
Monday: 8:00 a.m. to 4:00 p.m.
Tuesday through Friday: 11:30 a.m. to 4:00 p.m.

- **Mail N Ship 4 U**
Walk-ins welcome; no appointment necessary.
96 Commerce Drive, Wyomissing PA 19610
610.376.3805
 - Regular Hours of Operation
Monday through Friday: 9:00 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. to 1:00 p.m.
Sunday: Closed

- **Business Link Print, Pack and Ship Center**
Walk-ins welcome; no appointment necessary.
314 West Main Street, Kutztown, PA 19530
610.683.9575
 - Regular Hours of Operation
Monday through Friday: 9:00 a.m. to 5:00 p.m.
Saturday: 9:00 a.m. to 1:00 p.m.
Sunday: Closed

*Please follow the instructions below to have your fingerprints taken at the
Berks County Intermediate Unit (BCIU):*

1. Register with Cogent Systems online (www.pa.cogentid.com) or over the telephone (888.439.2486, Monday through Friday from 8:00 a.m. – 6:00 p.m.) for the clearance for the Department of Education. You can also access the Cogent Systems website by logging onto the BCIU website (www.berksiu.org), clicking on “Quick Links,” and selecting “FBI Fingerprinting” from the drop-down menu.

2. After you register with Cogent Systems, either print out the registration number (if you registered online) or write down the registration number (if you registered by telephone). *Bring this registration number with you to the fingerprint site.*

3. You may pay with a credit/debit card before arriving for fingerprinting, either online or by telephone, while registering with Cogent Systems. Another option is paying with a money order (payable to “Cogent Systems”) when you arrive at the fingerprint site. You will be given a separate registration number for making payment with a credit/debit card. *Please bring this payment confirmation number with you to the fingerprint site.*
4. The cost for the FBI clearance is \$28.75.
5. Although no appointment is necessary to have your fingerprints taken, you do have the option of making an appointment at the BCIU by logging onto the website (www.berksiu.org), going to the “Quick Links” drop-down menu, and clicking on “FBI Fingerprinting.” At the bottom of the page are links to schedule an appointment, reschedule, or delete an appointment. You may also call 610.987.8264 to schedule an appointment. If you are unable to keep your appointment, please reschedule or cancel it as soon as possible.
6. Please bring one of the following forms of identification with you to the fingerprint site:
 - State-issued Driver’s License
 - U.S. Active Duty/Retiree/Reservist Military ID Card (000 10-2)
 - U.S. Passport
 - College-issued Student ID
 - INS I-551 Resident Alien Card Issued since 1997
 - INS I-688 Temporary Resident Identification Card
 - INS I-688B, I-766 Employment Authorization Card
7. You should provide your prospective employer with your registration number, as well as include your registration number on any applications. The fingerprint results should be available within 24-48 hours after your fingerprints are taken, and your prospective school employer will need your registration number to access this information.

*Please follow the instructions below to have your fingerprints taken at
Mail N Ship 4 U or Business Link Print, Pack and Ship Center:*

1. Register with Cogent Systems online (www.pa.cogentid.com) or over the telephone (888.439.2486, Monday through Friday, from 8:00 a.m. – 6:00 p.m.).
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4. The cost for the FBI clearance is \$28.75.
5. No appointment is necessary at Mail N Ship 4 U and Business Link Print, Pack and Ship Center.

6. Please bring one of the following forms of identification with you to your fingerprint session:

- State-issued Driver's License
- U.S. Active Duty/Retiree/Reservist Military ID Card (000 10-2)
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Pennsylvania State Police Request for Criminal History Record Check

The quickest way to process this clearance is to log on to <https://epatch.state.pa.us> and use your credit card. In most cases, you should receive instantaneous results if no record exists. If you do not have access to a computer, you should complete and mail the "Pennsylvania State Police Request for Criminal Record Check" to the Pennsylvania State Police at the address listed on the right side of the form with a \$10.00 money order. **Please note that requesting this clearance by mail will result in a significant delay – up to six to eight weeks. Therefore, it is recommended that you utilize the online request process.**

If you are utilizing the "paper process," please call or stop by the BCIU's Office of Human Resources for a form. You can also download and print this form by logging onto the BCIU website (www.berksiu.org), going to the "Quick Links" drop-down menu, clicking on "Employment" and then click on "applications and clearances."

Pennsylvania Child Abuse History Clearance

The Pennsylvania Child Abuse History Clearance may be submitted and paid for online through the Child Welfare Information Solution (CWIS) self-service portal, www.compass.state.pa.us/cwis. You can also complete and mail the Pennsylvania Child Abuse History Clearance form to ChildLine and Abuse Registry, Department of Public Welfare. Along with this form, you will need to attach a \$10.00 money order made payable to Department of Public Welfare. You can download and print this form by logging onto the BCIU website (www.berksiu.org), going to the "Quick Links" drop-down menu, clicking on "Employment," and then clicking on "applications and clearances." You can also call or stop by the BCIU's Office of Human Resources for a form.

Because this process generally takes six to eight weeks, it is strongly suggested that you take this form to State Senator Judy Schwank's office located at 210 George Street, Muhlenberg Township (610.929.2151). Generally, by having Senator Schwank's courier deliver your clearance application, you will receive the results in one to two weeks. If you are unable to take the completed form to Senator Schwank's office, you can mail it to ChildLine and Abuse Registry at the address listed at the top of the form.