

## THE FBI FINGERPRINTING PROCESS

In addition to the Pennsylvania Child Abuse History Clearance and the Pennsylvania Request for Criminal Record Check, all applicants for employment are required to obtain a Federal Criminal History Record. To obtain a Federal Criminal History Record, you must go through the FBI fingerprinting process.

### **FBI FINGERPRINTING LOCATIONS**

FBI fingerprinting services are available at these two locations in Berks County:

- **Berks County Intermediate Unit**  
1111 Commons Boulevard, Reading, PA 19605  
610-987-8433  
**Hours of Operation: (Appointments preferred but walk-ins welcome)**  
**Monday:** 8:00 a.m. - 3:50 p.m.  
**Tuesday through Friday:** 11:30 a.m. - 3:50 p.m.
- **Mail N Ship 4 U**  
1812 State Hill Road, Wyomissing, PA 19610  
610-376-3805  
Walk-ins welcome; no appointment necessary.

### **PLEASE FOLLOW THE INSTRUCTIONS BELOW:**

1. Register with COGENT SYSTEMS online ([www.pa.cogentid.com](http://www.pa.cogentid.com)) or call COGENT SYSTEMS at 888-439-2486, Monday-Friday from 8:00 a.m.-6:00 p.m.
2. **When you are registering with Cogent Systems, you must choose “Reason Fingerprinted” from a dropdown box. In order to work as an employee or substitute at a school district in Pennsylvania, you must choose “SCHOOL DISTRICTS” or the school district will not be able to access your clearance.**
3. 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 phone) and bring the registration number with you to the fingerprint site. The registration number, if you chose “School Districts”, will begin with **PAE**. **If you made the wrong choice, it can only be changed prior to being fingerprinted. School districts cannot access your fingerprint results if you chose anything other than “School Districts” which means you will forfeit the \$33.00 fee and will have to register, pay an additional \$33.00 fee, and be fingerprinted again.**
4. When registering with Cogent Systems, you may pay with a credit/debit card before arriving for fingerprinting, either online or by telephone. 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.
5. The cost for the FBI clearance is \$33.00. If you would like to obtain an unofficial paper copy for yourself, please indicate that on the payment screen when paying online or to the Cogent representative when paying by phone. The cost of the unofficial paper copy is \$2.50, for a total of \$35.50.
6. Even though no appointment is necessary to have your prints taken, you do have the option of making an appointment at the BCIU. Please visit BCIU’s website at

[www.berksiu.org](http://www.berksiu.org), then choose “Community”, to access scheduling information or call them at 610-987-8433 to schedule an appointment. If you are unable to keep your appointment, please reschedule or cancel it as soon as possible.

7. No appointment is necessary at Mail N Ship 4 U.
8. Please bring one of the following forms of identification with you to the fingerprint site:
  - State-issued Driver’s License
  - US Active Duty/Retiree/Reservist Military ID Card (000 10-2)
  - US Passport
  - College-issued Student ID
  - INS 1-551 Resident Alien Card Issued since 1997
  - INS I-688 Temporary Resident Identification Card
  - INS I-688B, I-766 Employment Authorization Card
9. You should provide your prospective employer with your registration number, as well as include your registration number on any applications. **Remember that in order to work at a school district in Pennsylvania, you must choose “School Districts” for the Reason Fingerprinted and your registration number will begin with “PAE”.** The fingerprint results should be available within 24-28 hours after your fingerprints are taken, and your prospective school employer will need your registration number to access this information.