

FBI Federal Criminal History Records for all New Employees

Instructions

Following are the instructions for obtaining the FBI Federal Criminal History Clearance:

* Applicants **MUST** register via the following:

- www.pa.cogentid.com - 24 hours/day, seven days per week
- 1-888-439-2486 - 8AM to 6PM EST.
- The applicant will pay a fee of \$36.00 or \$38 if the applicant would like to receive a copy of the results.
- Credit/debit card may be done online. Money orders or cashiers check payable to Cogent Systems will be accepted at the center. NO cash or personal checks allowed.

* 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.

* The closest location to be fingerprinted is:

York County School of Technology, Adult Education Wing
2179 south Queen Street, York PA 17402
Mon, Tues, and Weds - 10:00A - 4:00P

* Applicants may be employed on a provisional basis for a single period not to exceed ninety (90) days. The cogent ID or the original FBI clearance (only if completed prior to December 1, 2008) must be provided to the Human Resources Office within ninety (90) days from your date of hire.

* More detailed information may be found at www.pa.cogentid.com.

Once registered, you may have your fingerprints taken at any of the following dates/times/locations as indicated below. **No appointments are necessary.**

As of April 21, 2008, all locations are open on Mondays, Tuesdays, and Wednesdays, from 10:00 AM - 4:00 PM. Cutoff time is 3:45.

Lincoln Intermediate Unit #12 - New Oxford Central Office
65 Billerbeck Street, New Oxford, PA 17350

York
York County School of Technology - Adult Education entrance -
2179 South Queen Street, York, PA 17402

Franklin County Career and Technology Center - Chambersburg
2463 Loop Road, Chambersburg, PA 17201

All locations are closed on Thursdays and Fridays.