

# **FBI FEDERAL CRIMINAL HISTORY RECORD CHECK** **INSTRUCTION SHEET**

As of April 1, 2007 all prospective Pennsylvania school district employees must submit a Federal Criminal History Record to their employer. This record cannot be more than one-year old. Details regarding this record check can be found at [https://www.pa.cogentid.com/index\\_pde.htm](https://www.pa.cogentid.com/index_pde.htm) or at the Central Bucks School District website – [www.cbsd.org](http://www.cbsd.org).

This fingerprint-based background check is a multiple-step process:

- 1) **The applicant must register with Cogent Systems prior to going to the fingerprint site.** Please be sure to register under the Dept. of Education (PDE) option of the COGENT web site. Registration can be completed online 24 hours a day at [www.pa.cogentid.com](http://www.pa.cogentid.com) or by calling (888)-439-2486 Monday through Friday, 8 AM to 6 PM.
- 2) The applicant will pay a fee for the fingerprint service and to secure the official documentation of the Criminal History Record. Payment may be made online using a credit or debit card. Money orders or cashiers checks **PAYABLE TO COGENT SYSTEMS** will also be accepted at the fingerprinting site. **No cash transactions or personal checks will be accepted at the print locations.**
- 3) Locations for fingerprint sites can be found at [www.pa.cogentid.com](http://www.pa.cogentid.com). The list of required ID types will also be posted on the website. Applicants will not be processed if they cannot produce acceptable identification.
- 4) **No applicant will be processed at the fingerprint site without prior registration.** After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The scanned fingerprints will be electronically submitted to the Pennsylvania State Police, who will then submit the information to the FBI.
- 5) The Pennsylvania Department of Education will receive the completed Federal Criminal History Record from the FBI. The applicant will then receive from PDE official documentation of the completed record. If the applicant has not received the Federal Criminal History Record within eight weeks after being fingerprinted, they should call (717)783-3750 or email PDE at [dwolfgang@state.pa.us](mailto:dwolfgang@state.pa.us).
- 6) The applicant must submit the official documentation of the completed record to Central Bucks School District within 90 days of employment.