

Intermediate Unit 1

FBI FINGERPRINTING – REVISED INFO

JANUARY 25, 2013

[Home](#) / [Human Resources](#) / [Fingerprinting Center](#)

Fingerprinting Center

PDE FBI Clearance Process

Applicants must register prior to going to a fingerprint site. Registration can be completed either on the phone or online.

- The website to register is <http://www.pa.cogentid.com> and is available 24 hours a day, seven days per week.
- Telephone registration is available at 1-888-439-2486, Monday through Friday, 8:00 a.m. to 6:00 p.m. EST.
- All applicants receive a confirmation number.
- The fee for the FBI clearance is as follows:
 - \$28.75 for education-related purposes
 - \$27.50 for welfare-related purposes
 - \$8.00 for transportation-related purposes

Payment can be made online with a credit card or by bringing a money order/cashiers check payable to Cogent Systems to the fingerprinting site. **No cash or personal checks will be accepted.**

Quick Links

- [Scheduled Closings](#)
- [Directions to IU1](#)
- [Other Fingerprinting Locations](#)
- [Cogent Systems](#)

IU1 Fingerprinting Center

Intermediate Unit 1 has agreed to be a site for fingerprinting applicants. Following is information regarding the IU1 fingerprinting process:

- **Hours of operation are 8:00 a.m.–11:30 a.m., Monday through Friday only.**
- In order to be fingerprinted, all applicants must have:
 - a confirmation number
 - a valid photo ID, and if applicable
 - a Money Order or Cashier's Check payable to Cogent Systems
- Fingerprints will be taken at the IU1 Central Office Building, One Intermediate Unit Drive, in Coal Center.
- The IU1 Fingerprinting Center is located next to the first floor lobby. When arriving at the IU1 Central Office, please check in with the receptionist at the front desk.
- Please note the Fingerprinting Center will be unavailable on scheduled closings. In case of inclement weather, please call 724-938-3241 ext. 221 to verify availability.
- Fingerprints will be scanned electronically, sent to the Pennsylvania State Police, submitted by the State Police to the FBI. The FBI will send results to PDE.
- Results of the Federal Criminal History Report will be forwarded to the applicant by PDE.
- If you have a large group to be fingerprinted, please call 724-938-3241 ext. 221.

Other Southwestern Pennsylvania Locations for Fingerprinting

- Allegheny Intermediate Unit 3
- Beaver Valley Intermediate Unit 27
- ARIN IU28
- Mail Boxes Plus More of Washington

Click below for information pertaining to background checks for:

Select "Education"

Contact Information

3M Cogent Inc
5025 Bradenton Ave
Suite A
Dublin OH 43017

Need Support? [Email Us](#)

Useful Links

[Cogent website](#)

[Applicant System](#)

[PA Applicant System](#)

Others

[Find A Print Location](#)

[Invoices](#)



pennsylvania
DEPARTMENT OF EDUCATION

Department of Education (PDE)

Teachers, school administrators, student teachers,
independent contractors, etc



pennsylvania
DEPARTMENT OF PUBLIC WELFARE

Department of Public Welfare (DPW)

Nursing students, child care facility operators/staff,
social service workers, hospital personnel, librarians,
doctors, etc



pennsylvania
DEPARTMENT OF TRANSPORTATION

Department of Transportation (DOT)



pennsylvania
DEPARTMENT OF BANKING
AND SECURITIES

Department of Banking and Securities
(DOBS)



pennsylvania
DEPARTMENT OF AGING

Department of Aging (PDA)

Long Term Care Employment, lived in Pennsylvania for
less than 2 years

If you are unsure of which agency you need to register for, please consult your employer or one of the below agencies for further guidance. You are financially responsible for any incorrect registration.

Need Help? [Click here](#) to help you determine which agency you are required to register for.

© 2012 Copyright 3M Cogent, Inc. All rights reserved.

Pennsylvania Department of Education (PDE)
FBI Federal Criminal History Records for Prospective Employees
December 1, 2008

Act 114 of 2006, Section 111 of the Pennsylvania Public School Code outlines background check requirements for student teachers and the employees of public and private schools and their contractors.

The Act requires that all student teachers (participating in classroom teaching, internships, clinical or field experience) and prospective employees (including, but not limited to: administrators, teachers, substitutes, janitors, cafeteria workers and office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers who have direct contact with children.

must provide to their employer a copy of their Federal Criminal History Record that cannot be more than one (1) year old. This applies to employees hired on or after April 1, 2007.

Employees hired prior to April 1, 2007, were only required to provide the Federal Criminal History record if they have lived outside of Pennsylvania for at least two years immediately preceding their application for employment.

Implementation Timeline

PDE contracted with 3M Cogent to manage the fingerprinting process for the Commonwealth. This included establishing a website, staffing a help desk, and establishing fixed site locations for the taking of and transmitting of applicants' fingerprints. These services became operational, March 30, 2007.

During the first year of this requirement, over 170,000 individuals were fingerprinted and obtained federal Criminal History Record Information (CHRI) reports from the FBI. During the first twenty months of the operation of this program, the FBI mailed paper copies of the reports to PDE, the reports were then mailed to the applicants. Given the high volume of reports and the need to improve the process, PDE requested that 3M Cogent develop a process that could be managed entirely online to expedite the process. As of December 1, 2008, the new process is in place and is described in this document.

The Process

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

1. The applicant must register prior to going to the fingerprint site.
Walk in service without prior registration will not be provided at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com. Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site.
2. The applicant will pay a fee of \$28.75 for the fingerprint service and the CHRI. The new system provides the CHRI online to the employer and all applicants will receive a paper copy of the report at no additional cost.
3. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashiers checks payable to 3M Cogent will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**

Agency Billing. Agencies that request to pay applicants' fees may arrange to be billed by 3M Cogent for the cost of these services. Billing may only occur after the requesting agency has completed 3M Cogent Agency Pay Agreement. To establish a billing account visit www.pa.cogentid.com and download an application. The billing account must be established prior to sending applicants to the fingerprint site.

4. The applicant proceeds to the fingerprint site of choice. Location of fingerprint sites and days and hours of operation for each site are posted on 3M Cogent's website at www.pa.cogentid.com. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.
5. At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process.
6. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on 3M Cogent's website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce an acceptable photo ID.
7. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
8. **For individuals fingerprinted on and after December 1, 2008 –**
The process was redesigned with approval from the Pennsylvania State Police and the FBI. The time for processing is anticipated to take no longer than two days.
 - Applicants' scanned fingerprints will be electronically transmitted to the FBI by 3M Cogent.
 - The FBI will electronically transmit the CHRI to 3M Cogent, where the CHRI will be stored in a secure server.
 - The CHRI will be available online for the School Administrator to review. Administrators receive login and password information from 3M Cogent.
 - The CHRI that is available for review online constitutes the official record. Applicants give permission for the School Administrator to review the report during the registration process.
 - The School Administrator will review the CHRI to make a determination as to the fitness of the applicant to work in the position in which they will have contact with children.

SITE INFORMATION

Primary Service Location Address	Intermediate Unit 1 One Intermediate Unit Drive Coal Center, PA 15423-9642
Hours of Operations	Mon – Fri 8:00am – 11:30am Closed scheduled holidays Please call 724-938-3241 if you are unsure of the holiday hours. Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	724-938-3241 Please register BEFORE you arrive for fingerprinting. Registration is available online 24 hours a day seven days per week at www.pa.cogentid.com Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.
Web Site (Service Site Specific)	http://www.iu1.k12.pa.us/
Schedule a Mobile Fingerprinting	No
Currently Scheduled Mobile Fingerprinting Service	None
Directions to your facility	<p>From the North Take 79S to 70 East. Exit 70 at Exit 37B (PA 43 Turnpike). Pass through toll booth (\$0.75). Once on 43S, take Exit 32 for California. At Stop make left onto Malden Drive. Turn right on Intermediate Unit Drive (approximately .5 miles). Proceed to end of road.</p> <p>From the West Take 70 East. Exit 70 at Exit 37B (PA 43 Turnpike). Pass through toll booth (\$0.75). Once on 43S, take Exit 32 for California. At Stop make left onto Malden Drive. Turn right on Intermediate Unit Drive (approximately .5 miles). Proceed to end of road.</p> <p>From the East Take 70 West. Exit 70 at Exit 37B (PA 43 Turnpike). Pass through toll booth (\$0.75). Once on 43S, take Exit 32 for California. At Stop make left onto Malden Drive. Turn right on Intermediate Unit Drive (approximately .5 miles). Proceed to end of road.</p> <p>From the South Take PA 43N. Exit at California. At Stop make left onto Malden Drive. Turn right on Intermediate Unit Drive (approximately .5 miles). Proceed to end of road.</p>
Special Instructions for Applicants	Questions regarding the employment and application requirements should be directed to the hiring agency's human resource department. To determine whether applicants must register under the Department of Aging, the Department of Banking and Securities, the Department of Education, or the Department of Public Welfare, applicants must first talk with their human resources department.
Additional Information	

Mail Boxes plus More

SITE INFORMATION

Primary Service Location Address	Mail Boxes plus More 123 Washington Street Washington, PA 15301
Hours of Operations	Mon – Fri 9:00A to 5:00P Sat 10:00A – 12:30P Please arrive at least 15 minutes prior to our closing times above. Please do not overwhelm the service by sending large groups of applicants to the locations. If you have a large group of applicants to fingerprint, please contact the fingerprint site and plan for their arrival to occur over days and weeks, not hours. The fingerprint site may have a preferred method for handling large groups of applicants.
Telephone Number (Applicant Use)	724-222-7660 Please register BEFORE you arrive for fingerprinting. Registration is available online 24 hours a day seven days per week at www.pa.cogentid.com Telephonic registration through Cogent Systems is available at 1-888-439-2486 Monday through Friday, 8AM to 6PM EST.
Web Site (Service Site Specific)	
Directions to your facility	Map It
Special Instructions for Applicants	Questions regarding the employment and application requirements should be directed to the hiring agency's human resource department. To determine whether applicants must register under the Department of Education, the Department of Public Welfare, or the Department of Banking and Securities, applicants must first talk with their human resources department
Additional Information	

[Home](#)[Back](#)