

FBI Federal Criminal History Records for all New Employees

Instructions

* 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. **WHEN YOU REGISTER, YOU MUST CHOOSE THE “DEPARTMENT OF EDUCATION”.**
- The applicant will pay a fee of \$24.25 for the fingerprint clearance. This includes an unofficial copy of the fingerprint clearance to be sent to applicant.
- Credit/debit card may be done online. Money orders or cashiers check payable to Gemalto will be accepted at the Franklin Learning Center location only. NO cash or personal checks allowed.
- You should either print out the registration confirmation or if you do not have access to a printer, you must record the number in a safe place to give to your employer.

* 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.

* After being fingerprinted, applicant **must provide EMPLOYER with the registration confirmation number. (Begins with “PAE.....)”** The Employer will then obtain the original clearance via the website.

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

Once registered, applicant may have your fingerprints taken at the following dates/times/location as indicated below.

Chambersburg Fingerprinting Locations:

Franklin Learning Center
2397 Loop Road
Chambersburg, PA 17202
Phone: 717-504-4404

No appointment necessary. The Franklin Learning Center location is open on Mondays & Tuesdays from 10:00 AM – 5:00 PM. Cutoff time is 4:45. This location is closed on Wednesdays, Thursdays, and Fridays.

Chambersburg Area School District
Human Resources Department
435 Stanley Ave.
Chambersburg, PA 17201
Phone: 717-709-4089

You must make an appointment during normal business hours of Mon. through Fri. 8am-4pm prior to coming. Open only to CASD employees, prospective employees, contractors, and volunteers.

Other locations are available in Carlisle, Mechanicsburg, Harrisburg, York, New Oxford