

COGENT SYSTEMS

Fingerprinting Services for Pennsylvania

Registration Procedure – Applicant Federal Criminal History Records (CHRI)

- 1) Applicant registration is completed at www.pa.cogentid.com. Begin by selecting Pennsylvania Department of Education.
Applicant may also phone 1-888-439-2486 to register by phone.

The screenshot shows the website <https://www.pa.cogentid.com/index.htm> in a web browser. The page features the Cogent logo (a 3M Company) and the Pennsylvania state logo. A blue banner reads: "Click an icon below for additional information pertaining to fingerprint background checks for the following entities:". Below this banner, there are two columns of links on the left and a grid of departmental icons on the right. A blue arrow points from the text "Begin by selecting Pennsylvania Department of Education" to the Department of Education icon.

Contact Information

- > [Department of Education](#)
717-783-3750 or
RA-PDE-SchoolService@pa.gov
- > [Department of Public Welfare](#)
877-371-5422
- > [Department of Aging - 717-265-7887](#)
- > [Department of Banking and Securities](#)
717-452-5482
- > [Department of Transportation](#)
- > [Lethal Weapons Training Program](#)

Useful Links

- > [FIRST TIME USER? Click here](#)
- > [Find a Fingerprint Location](#)
- > [Print or Pay Agency Invoices](#)
- > [Print a Fingerprint Receipt](#)
- > [Privacy Policy](#)
- > [Refund Policy](#)
- > [PA Fingerprint FAQs](#)

Entities for Fingerprint Background Checks:

- Department of Education**: Teachers, school administrators, student teachers, independent contractors, etc.
- Department of Public Welfare**: Nursing students, child care facility operators/staff, social service workers, hospital personnel, librarians, doctors, etc.
- Department of Transportation**: PennDOT Employees
- State Police**: Lethal Weapons Training Program (LWTA)
- Department of Banking**: Bankers
- Department of Aging**: Long Term Care Employment, lived in Pennsylvania for less than 2 years
- Department of Transportation**: Hazmat Endorsement

Disclaimer: If you are unsure of which department you need to register for, please consult your requesting agency or one of the above departments for further guidance. You are financially responsible for any incorrect registration.

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2) Applicant begins online registration by clicking "Register Online"

The screenshot shows a web browser window with the address bar displaying https://www.pa.cogentid.com/index_pdeNew.htm. The page header includes the Cogent logo (a 3M Company) and the Pennsylvania Department of Education logo. The main heading is "Applicant Fingerprinting Online Services".

The page is organized into several sections:

- Contact Information:**
 - Department of Education: 717-783-3750 or RA-PDE-SchoolService@pa.gov
 - Department of Public Welfare: 877-371-5422
 - Department of Aging - 717-265-7887
 - Department of Banking and Securities: 717-452-5482
 - Department of Transportation
 - Lethal Weapons Training Program
- Useful Links:**
 - [FIRST TIME USER? Click here](#)
 - [Find a Fingerprint Location](#)
 - [Print or Pay Agency Invoices](#)
 - [Print a Fingerprint Receipt](#)
 - [Privacy Policy](#)
 - [Refund Policy](#)
 - [PA Fingerprint FAQs](#)
- Useful Information:**
 - [How to Submit Fingerprint Cards to 3M Cogent](#)
- Registration Information:**
 - [Register Online](#)
 - [Registration Procedures](#)
 - [Modify Registration](#)
 - [Cancel Registration](#)
 - [Proof of Registration Receipt](#)
 - [Proof of Submission Receipt](#)
- Print Site Locations:**
 - [Fingerprint Locations & Hours Map](#)
 - [What to Bring](#)
 - [Reprints \(Did you get an FBI Rejection?\)](#)
- Agency Information:**
 - [Agency Enrollment](#)
- FAQ's:**
 - [3M Cogent's Privacy Policy](#)
 - [FAQ'S - Answers to common question](#)
 - [Dept of Education Online Results](#)
- Site Information:**
 - [Login \(Fingerprint Sites Only\)](#)
 - [PDE Hiring Entities may retrieve CHRI here](#)
 - [Cogent Maintenance \(Secure Link\)](#)

At the bottom of the page, there are "Home" and "Back" buttons. The Windows taskbar at the bottom shows the time as 2:53 PM on 6/19/2014.

3) Applicant must grant PDE the authority to disseminate the applicant's Federal Criminal History Record. If the Applicant DOES NOT grant this authority, registration may not continue.

The screenshot shows a web browser window with the address bar displaying https://www.pa.cogentid.com/index_pdeNew.htm. The page header includes the Cogent logo (a 3M Company) and the Pennsylvania Department of Education logo. The main heading is "Applicant Fingerprinting Online Services" followed by "Dissemination Disclaimer". A blue arrow points from the text in the first block to a checkbox on the page. The checkbox is currently unchecked. Below the checkbox is a paragraph of text explaining the purpose of the disclaimer. At the bottom right of the page are "Continue" and "Back" buttons. At the bottom center are "Home" and "Back" buttons. The Windows taskbar at the bottom shows various application icons and the system clock indicating 2:54 PM on 6/19/2014.

COGENT
a 3M Company

pennsylvania
DEPARTMENT OF EDUCATION

Applicant Fingerprinting Online Services

Dissemination Disclaimer

☐ By checking this box I hereby grant the Pennsylvania Department of Education the authority to electronically disseminate my Federal Criminal History Record Information Report, as authorized by the Adam Walsh Child Protection and Safety Act of 2006, Section 153, to any school entity to which I apply for employment, student teaching or work as a contractor. The school entity will review the report online to make a determination concerning my suitability for employment in the position for which I have applied.

Continue Back

Home Back

2:54 PM
6/19/2014

4) Applicant completes the registration form. At the bottom of the registration form, the Applicant is given the opportunity to purchase a copy of their criminal history report (CHRI). Applicants will not have online access to their CHRI's.

Cogent Applicant Fingerprinting Online Services

Payment Type: Credit Card * **STOP** No unemployment cards, child support cards or gift cards are accepted.

Reason Fingerprinted: SELECT *

Personal Information

Last Name: *
First Name: *
Middle Name: *
Date of Birth: (MMDDYYYY) *
Place of Birth: SELECT *
SSN(no dashes): *
Reenter SSN: *
Sex: SELECT *
Race: SELECT *
Eye Color: SELECT *
Hair Color: SELECT *
Height: SELECT *
Weight: *
Country of Citizenship: SELECT *
Driver's License No.: *
Address: *
City: *
State: SELECT *
Zip: *
Phone #: *
E-Mail Address: (This is for receipt purposes only.)

Next Reset
Home Back

2:55 PM
6/19/2014

4) At the completion of the Applicant's registration, a Registration Receipt will be generated. Included is the **REGISTRATION ID** for the Applicant. Applicants will need to retain their REGISTRATION ID. When the applicant applies at a school entity, they will provide their REGISTRATION ID as the key that will allow the school entity to review the Applicants CHRI online. The REGISTRATION ID may also be used at the fingerprint sites in lieu of the Applicant's social security number for the function of demographic look-up.

