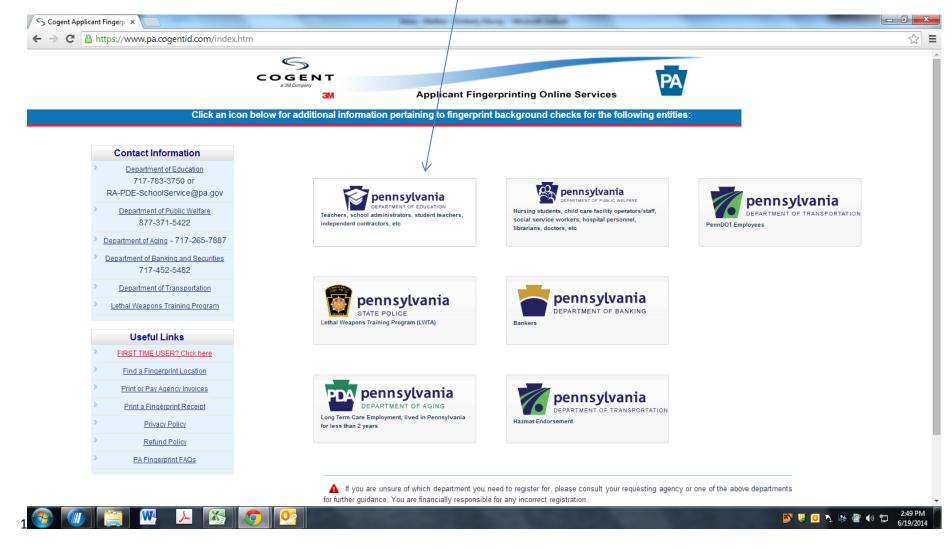
COGENT SYSTEMS

Fingerprinting Services for Pennsyvlania

Registration Procedure – Applicant Federal Criminal History Records (CHRI)

1) Applicant registration is completed at <u>www.pa.cogentid.com</u>. Begin by selecting Pennsylvania Department of Education.

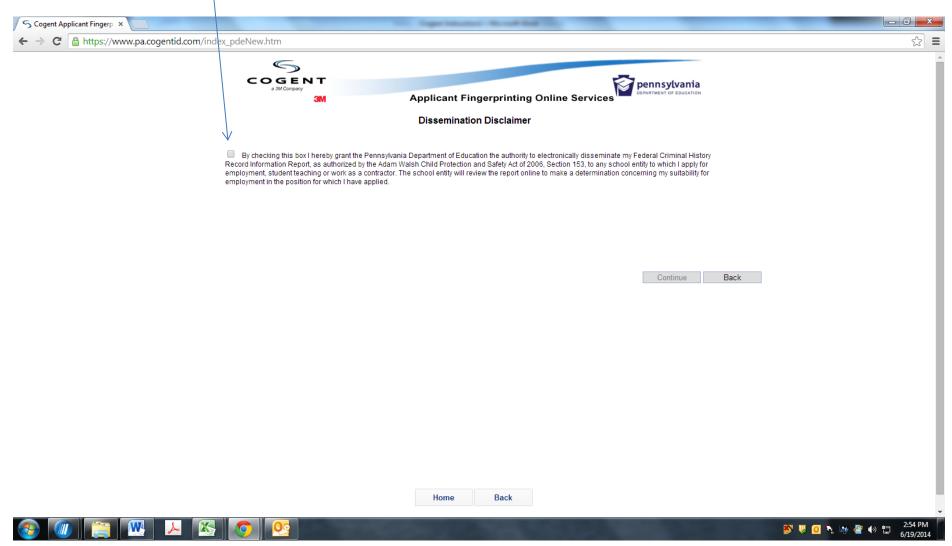
Applicant may also phone 1-888-439-2486 to register by phone.



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

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

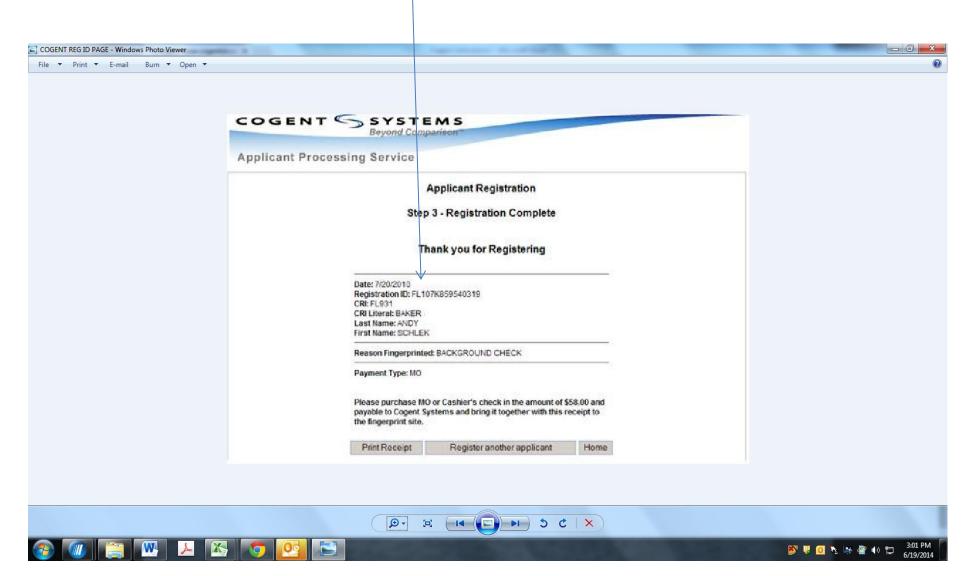
3) Applicant must grant PDE the authority to disseminate the applicant's Federal Criminal History Record. If the Applicant DOES NOT grant this authority, registration may not continue.



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.



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.



Department of Education # 717-783-3750