

## INSTRUCTIONS FOR COMPLETING REQUIRED DISTRICT EMPLOYMENT FORMS

### ACT 151-PA CHILD ABUSE HISTORY CLEARANCE

1. Complete Section I ONLY and sign where indicated
2. Enclose a \$10.00 money order made payable to:
3. Mail the money order and the completed form to:

Department of Public Welfare  
Childline & Abuse Registry  
Department of Public Welfare  
PO Box 8170  
Harrisburg, PA 17105-8170

### ACT 34-REQUEST FOR CRIMINAL RECORD CHECK

1. Complete the information on the top with your mailing address, phone number and name (maiden if applicable), social security number, date of birth, sex, and race
2. Enclose a \$10.00 money order made payable to:
3. Send the money order and the completed form to:

Commonwealth of Pennsylvania  
Pennsylvania State Police  
Central Repository-164  
1800 Elmerton Avenue  
Harrisburg, PA 17110-9758

### DISTRICT PHYSICAL

1. Go to any physician you feel comfortable with. You cannot be seen by a physician's assistant or a nurse practitioner, it must be an MD or DO.
2. You complete Section I. Section II is not necessary. Your physician must administer a Tuberculosis test and the results of that test needs to be entered in Section III.
4. Your physician needs to complete Sections IV and V on the back of the form and sign it with his/her physician's name, address, and physician's number clearly stated.
5. You must sign and date the back of the form when the physical and test are complete.

### FBI FINGERPRINT CHECK

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

1. The applicant must register with Cogent Systems prior to going to the fingerprint site. Fingerprint services will not be provided to applicants without prior registration at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at <http://www.pa.cogentid.com/>. Telephonic registration is available at 1-888-439-2486 Monday thru 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.

**To insure a successful registration and avoid any data collection errors, please register yourself online. If you do register by phone make sure your Social Security Number is collected correctly**

2. The applicant will pay a fee of \$33.00 for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at [www.pa.cogentid.com](http://www.pa.cogentid.com) using a credit card or debit card. Money orders or cashiers checks PAYABLE TO COGENT SYSTEMS will also be accepted on site for those applicants who do not have the means to pay electronically. **NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE PRINT LOCATIONS.**

3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site will be posted on Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to them.
4. At the fingerprint site the Applicant Livescan Operators (ALO) will manage the fingerprint collection process.
5. 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 the Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). Applicants will not be processed if they cannot produce acceptable identification.
6. 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.
7. The applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal statute.
8. Receipts that show you completed your background check are available at the Cogent Website. You will need your social security number and birth date to access your printable receipt.
9. PDE will receive the Federal Criminal History Record from the FBI. PDE's School Services Unit will return the Federal Criminal History Record to the applicant. The Record will be printed on standard 8.5" X 11" paper with the Commonwealth Seal imbedded on the paper. **This document constitutes an official Record.** If an applicant presents their Federal Criminal History Record and the Commonwealth Seal is not embedded on the paper, it should be considered as invalid and not an official Record.

**Do not contact Cogent Systems or the fingerprint site after your fingerprints have been submitted. Cogent Systems does not have the means to give the applicant the status of their background check. If the applicant does not receive the Criminal History Record from PDE 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).**

10. The applicant will then provide the Federal Criminal History Record to their prospective employer.

#### **Fingerprint Corrections and Resubmissions**

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant. Cogent Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time the applicant must pay the full fee.