

FEDERAL BUREAU OF INVESTIGATIONS (FBI) CRIMINAL BACKGROUND CHECK
CLEARANCE – ACT 114

DIRECTIONS FOR COMPLETING THIS FORM FOR
BUTLER AREA SCHOOL DISTRICT

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

REGISTRATION

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. Click on **Pennsylvania Department of Education** (1st rectangle in middle of page) and then under Registration Information, choose Register Online. Telephone registration is available at 1-888-439-2486 Monday through Friday, 8 a.m. – 6 p.m. EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.). **Be sure to confirm that school entities are authorized to review the official report electronically.** There is no data entry required or allowed at the fingerprint collection site. **Any corrections to this data must be made prior to being fingerprinted. Be sure to PRINT OUT the Registration Complete screen and take it with you to get fingerprinted as this has a Registration ID Number.**

PAYMENT

The applicant will pay a fee of **\$24.25** for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Applicants may make their payment online using a credit card or debit card during the registration process. Money orders or cashier's checks payable to 3M Cogent will be accepted at the fingerprinting site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**

FINGERPRINT LOCATIONS

After registration, the applicant proceeds to the fingerprint site of their choice. 3M Cogent has established over 80 sites across the Commonwealth. The location of fingerprint sites and days and hours of operation for each site are posted on their website listed above. The location of fingerprint sites may change over time; therefore, applicants are encouraged to confirm the site location nearest to their location. As of February 2017, the Butler location is: The UPS Store, 620 Butler Crossing, Suite 3 (behind Applebees). Fingerprinting hours of operation are M-F 10 a.m. – 4 p.m. and Saturday 9:30 a.m. – 2 p.m. Fingerprinting will only be done at these times. No appointment is necessary.

FINGERPRINTING

At the fingerprint site, the Applicant Livescan Operators manage the fingerprint collection process. 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 3M Cogent website. Applicants will not be processed if they cannot

(over)

produce an acceptable photo ID. 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.

REPORT ACCESS

For the public or private school or higher education institution to access the official report via the electronic system, applicants must present their Registration ID to the hiring entity. This process allows an applicant to provide multiple potential employers with their Registration ID, as the report is linked to the Registration ID number and not assigned to a specific school. To retrieve this personalized number, applicants can return to the Cogent registration website and select "Proof of Transaction (Receipts)". Applicants will enter their personal information in the lower portion of that screen to obtain their receipt with the Registration ID at the top.