

Welcome to the Pennsylvania Department of Public Welfare's Federal Bureau of Investigation (FBI) Background Clearance Page.

The purpose of this page is to ensure individuals are aware of Act 73 of 2007 which was signed by Governor Edward G. Rendell on December 18, 2007. Act 73 amended Title 23, Pa. C.S. Chapter 63 (relating to the Child Protective Services Law), specifically § 6344 as it relates to background checks required as a condition of employment/approval. We recommend that all affected persons, including foster and adoptive parent applicants and their adult household members, child care service employees and administrators, individuals applying for employment with a significant likelihood of regular contact with children, persons seeking to operate child care services, self-employed family day care providers and family day care home household members age 18 and over, as well as Community Rehabilitation Residential (CRR) host home families, and respite provider families become familiar with both the law and regulation

The law also requires that as of July 1, 2008, any prospective employee of a child care service, person seeking to operate child care services, individuals applying for employment with a significant likelihood of regular contact with children, self-employed family day care provider and family day care home household member age 18 and over, as well as Community Rehabilitation Residential (CRR) host home family, and respite provider family must obtain a fingerprint based FBI background check prior to approval

FEDERAL (FBI) CRIMINAL HISTORY REPORT

Fee: \$33.00

Money orders are made payable to Cogent Systems.
No cash, personal or business checks are accepted at print locations
Payment may be made online at www.pa.cogentid.com

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

1. 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 available online 24 hours/day, seven days per week at www.pa.cogentid.com.

Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) there is no data entry required at the fingerprint collection site.

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 using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**

- a. Cogent Systems will also establish a billing procedure for these services from an appropriate requesting agency that is willing to pay the applicant's fee. Billing may only occur after the requesting agency has completed the Cogent Systems' Agency Pay Agreement. To establish a billing account visit the website www.pa.cogentid.com and download an application.

The billing account must be established prior to sending applicants to the fingerprint site.

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. The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.

4. At the fingerprint site the Applicant Livescan Operators (ALO) 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. Applicants will not be processed if they cannot produce an acceptable photo ID.

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 FBI as required by federal statute.

8. DPW will receive the Federal Criminal History Record from the FBI. DPW's Background Check Unit through ChildLine and Abuse Registry will return the Federal Criminal History Record to the applicant. The Record will be printed on standard 8.5" X 11" paper that when copied will reveal "Void if Copied.". This does not prohibit an employer from copying the applicant's results letter, it is solely a means to verify that it is 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. Complete processing of their results should take no longer than 4 – 6 weeks. If the applicant does not receive their results from DPW in this time frame, they should call (717) 783-6211

9. 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.

Confidentiality (Security) of Applicant Information

On-site access to the Livescan equipment, and the data traveling from the equipment, is comprehensively secured and regulated by both Cogent Systems and the regulations governing the use of that data.

The Computer System - The system will be housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. Cogent Systems will ensure that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. The proposed systems will be configured to provide a point of defense with controlled access from both inside and outside the network. The Livescan systems will be configured to support logging and audit capability. Furthermore, the Livescan solution will support 128 bit encryption.

Inquiries or Questions

All information regarding process, policy, and fingerprinting locations may be found at www.pa.cogentid.com

Fingerprint applicants should contact (717) 783-6211.

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Fingerprint Services Sites should contact Blake Godard at bgodard@cogentsystems.com