

## Federal Criminal History (FBI Fingerprinting)

### **St. Stephen's School Requires the Federal Criminal History Clearance for volunteers going on the overnight Environmental Education Trip and for volunteers driving students to and from field trips.**

You will need to (1) sign and return an affirmation or (2) obtain this clearance as noted below:

#### **(1) Affirmation:**

If you have been a continuous resident of Pennsylvania for the past 10 years you will not need to obtain this clearance. However, you will need to complete an affidavit swearing that you are not disqualified from service based upon a conviction of an offense under section 6344 of the PA Crimes Code. THIS AFFIDAVIT IS FOUND ON OUR WEBSITE sseschoo.org.

OR

#### **(2) Obtain Fingerprinting as a Part of the Federal Criminal History:**

If you have lived outside of the Commonwealth of Pennsylvania for the last 10 years you will need to obtain this clearance. See the procedures below.

If you have questions regarding these clearances, please contact the school office at 238-8590.

### **Federal Criminal History Process**

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 completed online or over the phone. Registration is available online 24 hours/day, seven days per week at [www.pa.cogentid.com](http://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.) so there is no data entry required at the fingerprint collection site.
2. The fee charged for Federal (FBI) Criminal History Background checks is \$27.00. The fee includes an automatic mailed unofficial copy of results directly to each applicant. 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 cashier's 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.
3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sited 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 the fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest their location.

#### **Please Note:**

\*Applicants must be sure to click on the icon for the **Pennsylvania Department of Education** when registering online @ [www.pa.cogentid.com](http://www.pa.cogentid.com). FBI clearances secured through the Pennsylvania Department of Public Welfare link are not acceptable. Applicants must secure their FBI clearances through the **Pennsylvania Department of Education** link on the Cogent website.